



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda February 24, 2026 at 6:30 PM

1. Call to order, silent meditation and pledge of allegiance.

2. There was an executive session on February 24, 2026 to discuss legal matters.

3. APPROVAL OF MINUTES

a. January 27, 2026 Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the January 27, 2026 Board of Supervisors meeting minutes as presented.

4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

a. January Westwood Fire Company Fire Chief's Report submitted for Board and resident review.

b. January Westwood Fire Company EMS Report submitted for Board and resident review.

c. January Modena Fire Company Fire Chief's Report submitted for Board and resident review.

d. January Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.

e. January Modena Fire Company EMS Report submitted for Board and resident review.

f. Motion to recommend appointment of Emergency Management Coordinator (EMC).

PROPOSED MOTION: I make a motion to recommend the appointment of Bill Lewis to the position of Emergency Management Coordinator for East Fallowfield Township.

5. TREASURER'S REPORT

a. January 31, 2026 Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the January 31, 2025 Treasurer's Report as presented.

b. Payment Authorizations.

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of January 28, 2026 through February 24, 2026 in the total amount of \$____ as presented.

c. Certification of the Township's Workplace Safety Committee and 5% discount on the Township's Worker's Compensation Policy (Informational)\

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d. Audit Reports for East Fallowfield Township Non-Uniformed and Police Pension Plans (Informational).

6. MANAGER'S REPORT

a. Model Holding Tank Ordinance and On lot Sewage Management Program Ordinance



EAST FALLOWFIELD TOWNSHIP



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PROPOSED MOTION: I authorize the Township Solicitor and sewer engineer to prepare a draft model holding tank ordinance and onlot sewage management program ordinance consistent with the Township's Act 537 Sewage Facilities Plan.

- b. Sale of Surplus Property-2007 Honda CR-V (VIN# 5J6RE48387L001480)

PROPOSED MOTION: I make a motion to approve Resolution No. 2026-04 authorizing the sale of surplus property as presented.

- c. Lease Agreement for Photocopiers

PROPOSED MOTION: I make a motion to authorize the Township Manager to sign a 60-month lease agreement with Rothwell Document Solutions under the Pennsylvania Co-Stars program for copier systems at \$250/month.

- d. Approve Low Bids for Unleaded Gasoline and 2% Bio Diesel

PROPOSED MOTION: I make a motion approving the township's participation in the 2026 Chester County Intermediate Unit's joint bid for fuel and retroactively approving the low bid from Petroleum Traders for unleaded gasoline at \$1.99/gallon (firm pricing) and the low bid from Guttman Oil for 2% bio diesel at \$2.43/gallon (firm pricing).

Note 2025 Pricing is as follows: \$2.31/gallon from Petroleum Traders for unleaded gasoline and low bid for 2% bio diesel at \$2.60/gallon from Petroleum Traders (Informational).

- e. Authorization to Hire Intern for Record Retention Project

PROPOSED MOTION: I make a motion to authorize the Township Manager to hire a student intern, at a rate of \$15.00 per hour to assist with the Township's record retention project in partnership with the West Chester University Department of Political Science, with employment to be on a part-time, temporary basis.

- f. Resolution for DCED Greenways, Trails and Recreation Program Grant

PROPOSED MOTION: I make a motion approving the submission of Resolution 2026-____ authorizing the submission of a grant application to DCED's Greenways, Trails, and Recreation Program in the amount of \$250,000 for upgrades to the township's community park and authorizing the Township Manager to execute all documents.

- g. New Business

7. LEGAL

- a. Proposed Ordinance No. 2026-01 Establishing Volunteer Service Credits Pursuant to Act 172 of 2016

PROPOSED MOTION: I make a motion adopting Ordinance 2026-01 establishing a volunteer service credit program for volunteer fire companies and nonprofit emergency medical services pursuant to Act 172 of 2016.



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- b. Approval of Subdivision for 54 Rokeby Road (UPI 47-8-7 and 47-9-7.2)

PROPOSED MOTION: I move that the Township approve the subdivision plans for 54 Rokeby Road contingent upon the applicant addressing all of the Engineer's comments, per the form of the decision presented by the Township Solicitor.

- c. Proposed Ordinance No. 2026-02 Repealing Ordinance No. 2024-01 Which Prohibits the Use of Single-Use Carry-Out Plastic Bags by Commercial Establishments

PROPOSED MOTION: I make a motion to adopt Ordinance No. 2026-02, repealing Ordinance No. 2024-01 (single use plastics ban).

- d. Police Collective Bargaining Agreement 2025-2027.

PROPOSED MOTION: I make a motion to approve the 2025-2027 Police Collective Bargaining Agreement as presented.

- e. Grant Agreement with Chester County Conservation District for Stream Crossing at Mortonville Road

PROPOSED MOTION: I make a motion approving a grant agreement with Chester County Conservation District for the bridge reconstruction/stream crossing project at Mortonville Road.

- f. Zoning Hearing Board application (Special Exception) received for 20 Wilmington Road (Informational)

- g. New Business

8. PLANNING COMMISSION

- a. No report submitted.
- b. Resignation of Planning Commission Member Joe Heffern

PROPOSED MOTION: I make a motion to accept the resignation of Planning Commission Member Joe Heffern.

Ray Smith	Chairperson	2026 to 2029
Guido Guintini	Vice Chairperson	2026 to 2029
Deborah Stoff	Member	2024 to 2027
Joseph Heffern	Member	2023 to 2026
Charles Reed	Member	2023 to 2026
Sue Monaghan	Member	2026 to 2029
Jerry Dickinson	Member	2024 to 2027
Vacant	Alternate member	2024 to 2027

9. POLICE DEPARTMENT

- a. January Police Report submitted for Board and resident review



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda February 24, 2026 at 6:30 PM

10. PUBLIC WORKS DEPARTMENT

- a. January Road Department Report submitted for Board and resident review.
- b. Purchase of 2026 Ford F-F250 Crew Cab

PROPOSED MOTION: I make a motion approving the purchase of a 2026 F-250 Crew Cab from New Holland Auto in the amount of \$68,548 under the PA Costars program from the Township's Capital Fund.

11. PARK AND RECREATION

- a. Park and Recreation Report Submitted
- b. Purchase of Bench

PROPOSED MOTION: I make a motion approving the purchase of a bench to be placed at the community park in the amount of \$899.00 from the Township's Park and Recreation Fund.

12. HISTORICAL COMMISSION

- a. No Report Submitted.

13. ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC PARTICIPATION - 20 minutes

17. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
January 27, 2026 **UNApproved Minutes**
6:30 p.m.

Members Present

Mike Domboski, Chairwoman
Al Wright, Vice Chairman
Wilson Lambert, Member
Katja DiRado, Member
Deborah Stoff, Member

Township Staff Present

Scott Swichar, Township Manager
Dave Hindman, Township Treasurer
Chad Osborn, Police Chief
Township Solicitor
Mike Crotty

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

Chairman Domboski called the meeting to order at 6:30 PM.

Chairman Domboski stated there was an executive session on January 27, 2026 to discuss legal and personnel matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

Correction of January 5, 2026 Motion – Job Title Clarification

MOTION: Chairman Domboski moved to amend the motion adopted on January 5, 2026, regarding the job title of Christilla Walls, to reflect the Board's intent. The word 'assistant' is hereby stricken from the job titles, and the motion shall read as follows: Christilla Walls is appointed as the 2026 part-time Police Administrative Assistant and Police Right-to-Know Officer. This amendment is corrective in nature and effective as of January 5, 2026. Supervisor DiRado seconded.

VOTE: 5-0.

January 5, 2026 BOARD OF SUPERVISORS REORGANIZATIONAL MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the January 5, 2026 Board of Supervisors Reorganizational meeting minutes as presented and ratify all board actions from the January 5, 2026 Reorganizational meeting. Chairman Domboski seconded

Shane Cloyd, township resident, commented on the ratification.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) December Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) December Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) December Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) December Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 5) Emergency Services Appointment of Fire Marshals and Additional Funding to Fire Companies.

MOTION: Chairman Domboski made a motion to appoint the following Emergency Service employees as presented: Co-Fire Marshal, Frank Dowlin and Co-Fire Marshal, Mike McWilliams without compensation from the township. Vice Chairman Wright seconded.

VOTE: 5-0.

MOTION: Chairman Domboski moved to authorize the additional 2026 fire company contribution to Modena Fire Company which includes support for fire marshal services in the amount of \$172.21/quarterly and authorize the additional 2026 fire company contribution to Westwood Fire Company which includes support for fire marshal services in the amount of \$172.21/quarter. Supervisor DiRado seconded.

VOTE: 5-0.

C. PRESENTATIONS

1. MODENA FIRE COMPANY PRESENTATION: POLICE OFFICER AWARDS PRESENTED BY FIRE CHIEF FRANK DOWLIN AND LUANN THOMAS, EMS SUPERVISOR FOR THE MODENA FIRE COMPANY

3. TREASURER'S REPORT

- 1) December 31, 2025 Treasurer's Report.

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

VOTE: 5-0.

- 2) Payment Authorizations.

MOTION: Chairman Domboski made a motion to approve the Payment Authorizations for the period of January 6, 2026 through January 27, 2026 in the total amount of \$192,210.06 as presented. Vice Chairman Wright seconded.

VOTE: 5-0.

4. TOWNSHIP MANAGER'S REPORT

1) Referral to the Planning Commission for Ordinance Review

Mr. Swichar stated that there is a letter from the previous fire marshal and emergency management coordinator recommending a rental ordinance be put in place for safety reasons. The Board of Supervisors had previously asked the planning commission to review the proposed rental ordinance. He stated the planning commission has new members and this could be a good opportunity to again review the proposed ordinance.

MOTION: Vice Chairman Wright moved that the Board of Supervisors refer the matter of a rental ordinance to the Township's Planning Commission for review and recommendation. Supervisor Stoff seconded.

John Nielsen, township resident, questioned if use and occupancy inspection would be included in a proposed ordinance.

Chairman Domboski stated he would speak to the Planning Commission Chair as something to consider and discussed the purpose of a proposed ordinance.

Supervisor Lambert discussed the safety aspect of the proposed ordinance.

Phillip Roomet, Township resident commented on a proposed ordinance.

VOTE: 5-0.

2) Scoping and Repair of Broken Sewer Pipe at 1513 West Chester Road (Sandra Simmons)

Mr. Swichar stated that Ms. Simmons came to the board meeting in December about a broken pipe on her property. At that time the township determined they could not fix her pipe since there is no township easement on her property and the pipe is privately owned. However, the township has discussed with solicitor, and the township could fix the pipe since it is connected to the township's storm drain on both sides. There could be impacts to nearby landowners. Repairs would be subject to a temporary construction easement, and all future maintenance would be responsibility of the landowner.

Chairman Dombosi questioned if there is a rough cost estimate.

Mr. Swichar stated that talking to the road foreman he believes the cost would be under \$5,000. The township would not typically repair a pipe on private property this is an exception since the pipe is connected to public infrastructure.

Ms. Simmons thanked Mr. Swichar and stated that she agrees to the conditions.

MOTION: Vice Chairman Wright made a motion approving the repair of a section of pipe at 1513 West Chester Road subject to the landowner executing a temporary construction easement to allow the work and signing an agreement that all future responsibility for maintenance of the pipe is their responsibility of the landowner. Supervisor Lambert seconded.

VOTE: 5-0.

3) Updates on Mortonville Road Bridge (Informational)

Mr. Swichar stated that the township has met with property homeowners affected by the project. The township is waiting to get back the easements. The township is continuing to work with the Chester County Conservation District and Penn State Center for Dirt and Gravel Roads. He is hopeful that they will provide technical assistance and grant assistance.

4) Update on DCNR Grant submitted for Community Park Improvements (Informational)

Mr. Swichar stated that the township has received notice of a \$250,000 grant from DCNR. The township shared a concept plan last year to develop a portion of the township park with pickleball courts and an inclusive playground. The township is still in the early stages as we are still evaluating funding opportunities. No board action is needed.

Vice Chairman Wright questioned if the ideas for expansion of the park will percolate from the park and recreation board to the board of supervisors.

Supervisor DiRado questioned the timeframe for completion of Mortonville Road Bridge.

Mr. Swichar stated that best case scenario is fall 2026 most realistic time frame is spring 2027. Most likely there will be a stream realignment.

5) New Business: None

5. LEGAL

1) Discussion and Possible Action regarding Ordinance No. 2024-01 (Single-Use Plastics), including Consideration of Survey Results.

Solicitor Crotty stated that the current moratorium extends until the end of February. The board can decide whether to extend it or not or to pass an ordinance to do away with the plastic bag ban. February 26 is the end of the 6 month period from when the moratorium began.

Township Manager Swichar provided an overview of the results of the survey.

There was a board discussion about the survey and whether the EAC should take another look at the ordinance.

Chairman Domboski stated that he will reach out to the EAC about reevaluating the ordinance.

MOTION: Chairman Domboski made a motion to authorize the solicitor to prepare and advertise an ordinance for consideration at the February 24, 2026 meeting to vacate and rescind the plastic bag ordinance. Vice Chairman Wright seconded.

VOTE: 3-2. Supervisor Lambert voted nay Supervisor DiRado voted nay.

2) Police Collective Bargaining Agreement 2025-2027.

Solicitor Crotty stated that they are waiting for the response from the union so this matter will be tabled tonight.

3) General Release and Separation Agreement for Employee

MOTION: Chairman Domboski made a motion to approve a general release and separation agreement dated January 22, 2026 and authorize the township manager to sign the document. Vice Chairman Wright seconded.

VOTE: 5-0.

4) Timber Harvesting and Data Center Zoning (Informational)

Solicitor Crotty stated that he suggests the Planning Commission review the Timber Harvesting and Data Center Zoning. He stated that Penn State Extension put out a model ordinance about a year and a half ago. Timber harvesting is considered an agricultural activity in some circumstances. Data centers are covered under office industrial zoning district in the zoning ordinance as a catch all. However, it does not contain all the bells and whistles you would want for data center provisions. It is better to have an ordinance in place so you can regulate it. He has a model for each that the Planning Commission can review.

6. PLANNING COMMISSION

1) No Planning Commission Report Submitted.

7. POLICE DEPARTMENT

1) December Police Report Submitted for Board and Resident Review.

2) Purchase of 2026 Ford Interceptor Police Car

MOTION: Vice Chairman Wright made a motion approving the purchase of a 2026 Hybrid Ford Interceptor Police Car from Chapman Auto Group in the amount of \$45,162 under the PA Costars program from the Township's Capital Fund. Chairman Domboski seconded.

VOTE: 5-0.

3) 10-8 Emergency Vehicle Services-Upfitting of Police Car

MOTION: Chairman Domboski made a motion approving a proposal from 10-8 Emergency Vehicle Services to upfit the 2026 Ford Interceptor Police Car in the amount of \$17,903.25 under the PA Costars program from the Township's Capital Fund. Supervisor DiRado seconded

VOTE: 5-0.

4) Approving New Policy for the Police Department

MOTION: Vice Chairman Wright made a motion to approve the following new policy for the Police Department: Required Agency Reporting. Supervisor DiRado seconded.

Chief Osborn stated that the policy is being updated pursuant to Act 18 of 2024 known as Paul Miller's Law

VOTE: 5-0.

5) Approving New Policy for the Police Department

MOTION: Chairman Domboski made a motion to approve the following new policy for the Police Department: Release of Law Enforcement Audio and Video Recordings. Vice Chairman Wright seconded.

Chief Osborn stated the policy is pursuant to Act 22 and related to body worn and in camera footage and regulations on who it can be released to.

VOTE: 5-0.

8. PUBLIC WORKS DEPARTMENT

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

9. PARK AND RECREATION

- 1) Report Submitted.
- 2) Resignation of Park and Recreation Board Member Clare Small-McEvoy

MOTION: Vice Chairman Wright made a motion to accept the resignation of Clare Small-McEvoy from the Park and Recreation Board with the term ending 12/31/2028. Chairman Domboski seconded.

VOTE: 5-0.

Teri Dickinson	Member	2021-2025
Vacant	Member	2024-2028
Fred Weiss	Member	2022-2026
Joyce Madding	Member	2022-2026
Vacant	Member	2023-2027
Stephanie Scotton	Member	2021-2025
Vacant	Member	2025-2029

3) Appointment of Jerry Dickinson to the Park and Recreation Board

MOTION: Supervisor DiRado made a motion to appoint Jerry Dickinson to the Park and Recreation Board for the term ending December 31, 2027. Chairman Domboski seconded.

VOTE: 5-0.

Teri Dickinson	Chair	2026-2030
Vacant	Member	2024-2028
Fred Weiss	Member	2022-2026
Joyce Madding	Member	2022-2026
<i>Jerry Dickinson</i>	<i>Member</i>	<i>2023-2027</i>
Stephanie Scotton	Member	2026-2030
Vacant	Member	2025-2029

4) Appointment of Milby Thorington to the Park and Recreation Board

MOTION: Vice Chairman Wright made a motion to appoint Milby Thorington to the Park and Recreation Board for the term ending December 31, 2029. Chairman Domboski seconded.

Teri Dickinson	Chair	2026-2030
Vacant	Member	2024-2028
Fred Weiss	Member	2022-2026
Joyce Madding	Member	2022-2026
Jerry Dickinson	Member	2023-2027
Stephanie Scotton	Member	2026-2030
<i>Milby Thorington</i>	<i>Member</i>	<i>2025-2029</i>

VOTE: 5-0.

10. HISTORICAL COMMISSION

1) Report Submitted.

11. ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

1) No Report Submitted

12. NEW BUSINESS:

Vice Chairman Wright discussed Solid Waste (Chapter 20 Section 103 Storage and Collection (Informational))

13. PUBLIC PARTICIPATION - 20 minutes

Estelle Baker, stated she is new to the township purchasing a church on Doe Run Road.

Philip Roomet, township resident, discussed the data centers and storm water management.

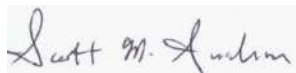
Solicitor Crotty stated that with the stormwater management ordinance that is in effect the township can only address through its own facilities such as stormwater pipes and through the stormwater management ordinance, which requires that any developer that comes in may not increase the rate, volume or concentration from their site. When a new project comes in, they must show the township how they would address stormwater.

14. ADJOURNMENT

MOTION: Chairman Domboski made a motion to adjourn the January 27, 2026 Board of Supervisors Meeting at 8:04 PM. Vice Chairman Wright seconded.

VOTE: 5-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Scott M. Swichar", written in dark ink on a light-colored background.

Scott Swichar,
Township Manager/Secretary

WESTWOOD FIRE COMPANY

EMS Report – January 2026
East Fallowfield Township

283 Total Responses

Westwood Division

39 Total Responses, East Fallowfield Township

35 Responses, Westwood Division

4 Responses, Wagontown Division

Call Types – East Fallowfield Township

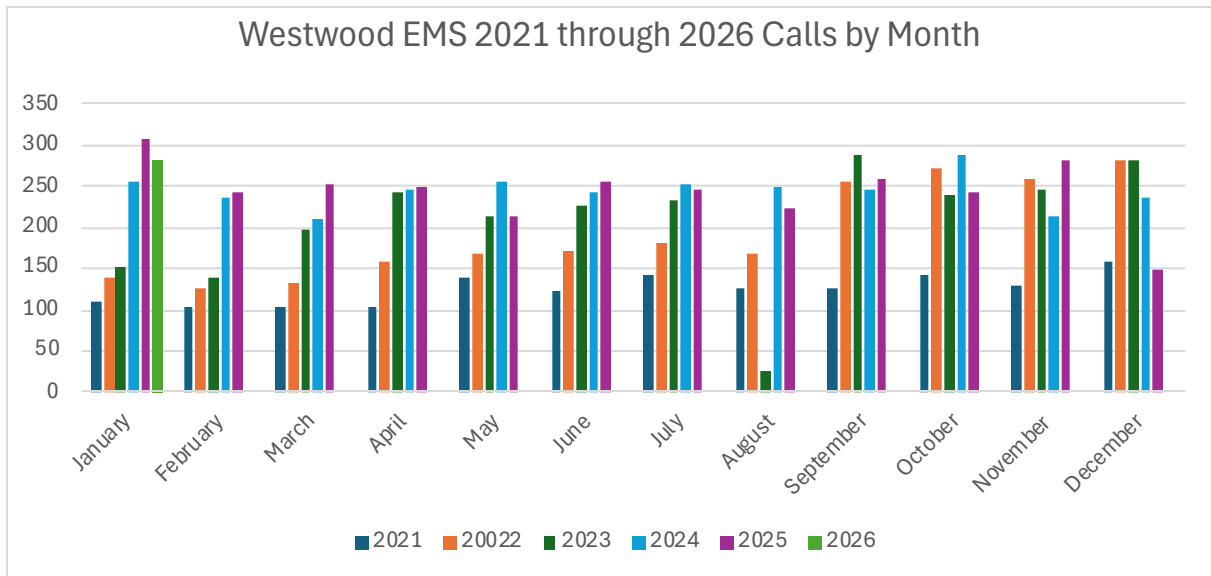
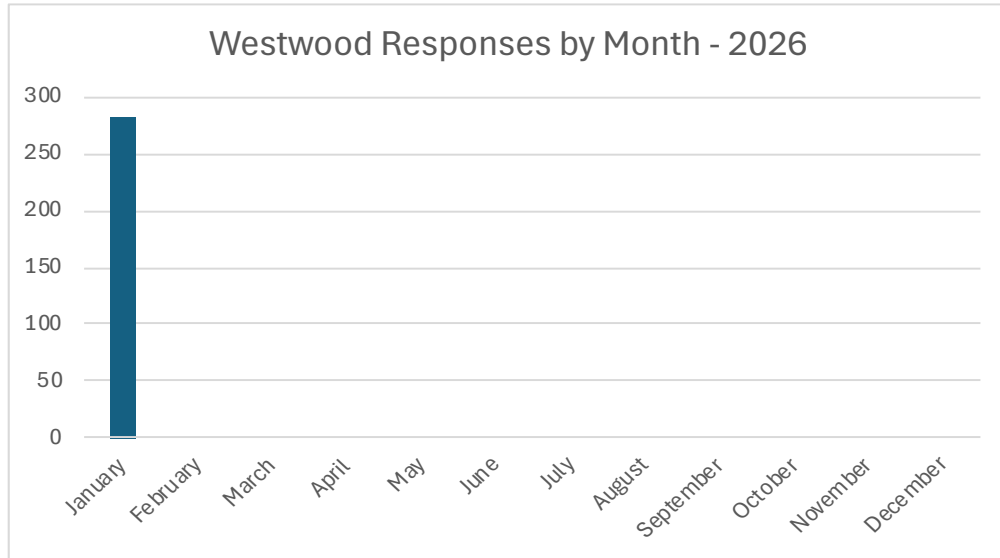
Medical	23
Fall	10
Vehicular	2
Injured Person	1
Fire Standby	2
DOA	1

Wagontown Division Total Calls: 438

John Sly – Director of EMS

Westwood EMS – 2026

Westwood Division





Westwood Fire Company

Fire Chief's Report

January, 2026



Total Calls For January

49

Total Calls For January – East Fallowfield Township

12

Call Types – East Fallowfield Township

Assist EMS	3
Vehicle Accident	1
House Fire	1
CO Alarm	1
Electrical Fire	2
Gas Leak	3
Fire Alarm	1

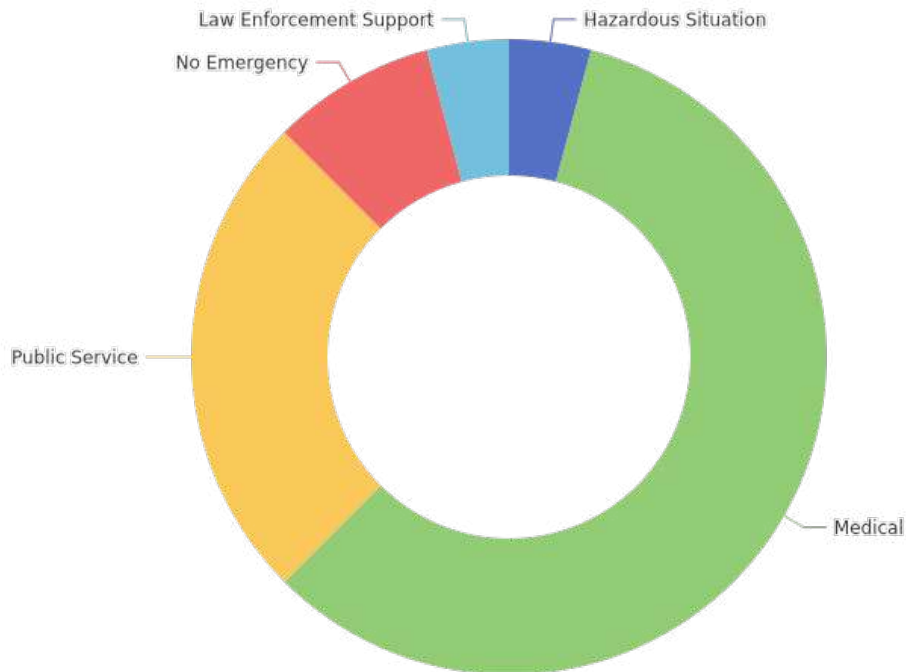
Total Time in Service: *25 hours, 13 minutes*

Total Manpower: *112 (average 4 per call)*

Michael McWilliams – Fire Chief



FDR-IR: Incident Count by Primary Incident Type



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Hazardous Situation	1	4.17%
Hazardous Situation - Hazard Non-Chemical - Motor Vehicle Collision	1	4.17%
Medical	14	58.33%
Medical - Illness - Breathing Problems	2	8.33%
Medical - Illness - Cardiac Arrest	1	4.17%
Medical - Illness - Chest Pain (Non-Trauma)	1	4.17%
Medical - Illness - Heart Problems	1	4.17%
Medical - Illness - Overdose / Poisoning	1	4.17%
Medical - Illness - Unconscious Victim	1	4.17%
Medical - Illness - Well Person Check	1	4.17%
Medical - Injury / Trauma - Fall	4	16.67%

FDR-IR: Incident Count by Primary Incident Type

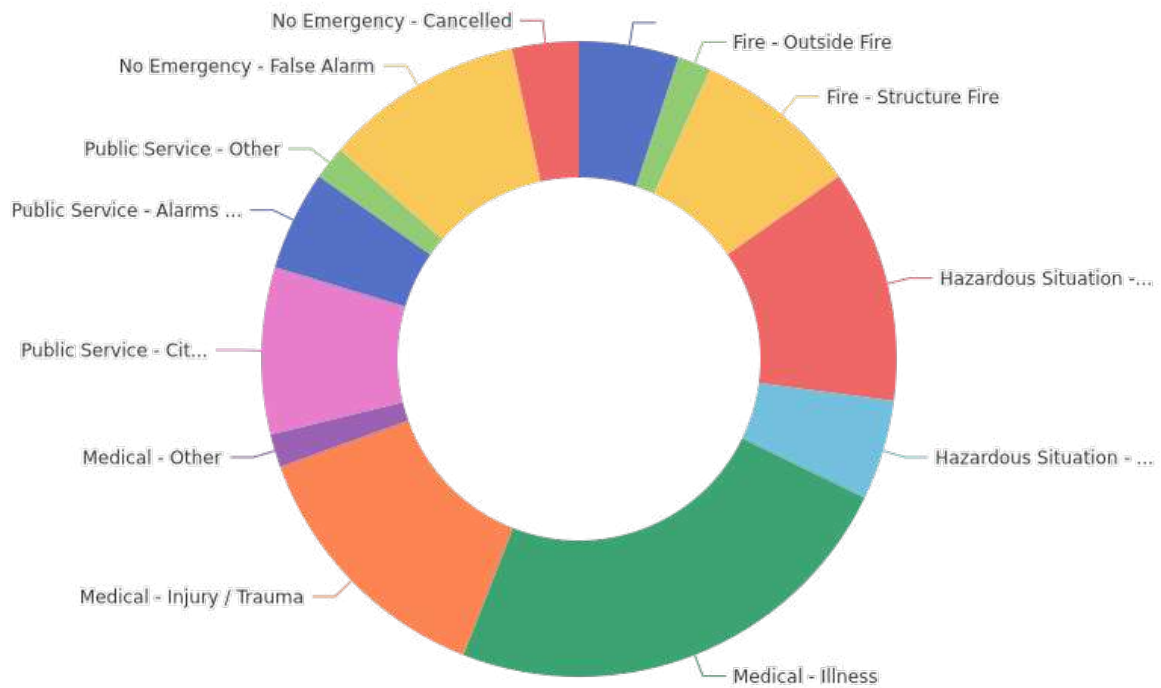
Modena PC PA
Address: 5 N Brandywine Ave, Coatesville, PA, 19320



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Medical - Injury / Trauma - Heat / Cold Exposure	1	4.17%
Medical - Other - Medical Alarm	1	4.17%
Public Service	6	25.00%
Public Service - Citizen Assist - Citizen Assist / Service Call	1	4.17%
Public Service - Citizen Assist - Lift Assist	4	16.67%
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	1	4.17%
No Emergency	2	8.33%
No Emergency - False Alarm - Malfunctioning Alarm	1	4.17%
No Emergency - False Alarm - Accidental Alarm	1	4.17%
Law Enforcement Support	1	4.17%
Law Enforcement Support	1	4.17%
Total	24	100.00%



FDR-IR: Incident Count by Primary Incident Sub Group



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Fire	6	10.17%
Fire - Outside Fire	1	1.69%
Fire - Structure Fire	5	8.47%
Hazardous Situation	10	16.95%
Hazardous Situation - Hazard Non-Chemical	7	11.86%
Hazardous Situation - Hazardous Materials	3	5.08%
Medical	23	38.98%
Medical - Illness	14	23.73%
Medical - Injury / Trauma	8	13.56%
Medical - Other	1	1.69%
Public Service	9	15.25%
Public Service - Citizen Assist	5	8.47%

FDR-IR: Incident Count by Primary Incident Sub Group

Modena PC PA
Address: 5 N Brandywine Ave, Coatesville, PA, 19320



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Public Service - Alarms (Non Medical)	3	5.08%
Public Service - Other	1	1.69%
No Emergency	8	13.56%
No Emergency - False Alarm	6	10.17%
No Emergency - Cancelled	2	3.39%
Law Enforcement Support	3	5.08%
	3	5.08%
Total	59	100.00%



MONTHLY REPORT FOR MODENA FIRE CO. NO. 1 AMBULANCE
January EMS Report 2026

SHIFT BREAKDOWN (12 Hr Shifts – 0600 – 1800 / 1800 – 0600)	
Day	85
NIGHT	45
TOTAL	130

AMBULANCE	MILES
37-1/37-3	3269
37-2	850
Total	4119

Time on Calls	TIME
A1/A3	412H
A2	100H
TOTAL: 96	512H

MCD:	NUMBER OF CALLS:
Caln Township	6
Coatesville	31
Downingtown	1
Parkeburg	XXX
East Fallowfield Township	34
Highland	2
Modena	7
Newlin Township	2
Sadsbury	XXX
South Coatesville	28
Valley Township	3
West Bradford Township	10
West Brandywine Township	3
West Marlborough Township	1

DISPOSITION	TOTAL
NOT ENTERED (Fire Standby / Recall / Refusal / ETC)	48
PENN Medicine – Chester County Hospital	62
Main Line Health – Paoli Memorial Hospital	18
Christiania Care West Grove	2
PENN Medicine – Lancaster General Hospital	Xxx
Children’s Hospital of Philadelphia - KOP	130

CALL OUTCOME	TOTAL
No Services Required	14
Patient Dead At Scene – Resuscitation Attempted (Without Transport)	1
Patient Dead At Scene – No Resuscitation Attempted (Without Transport)	XXX
Patient Refused Care	Xxx
Recalled Enroute	11
Recalled On-Scene	1
Recalled Prior to Response	XXX
Stand-by Public Safety, Fire, or EMS Operational Support Provided	XXX
Treated, Refused Transport	20
Treated, Released to IALS	XXX
Treated, Transferred Care	2
Treated, Transported ALS	25
Treated, Transported BLS	55
Total	130

Total Personal 11
Calls Answered 130

Modena Personal: Total 11
 Volunteer 1
 Career 10

Hours on Calls 512

Average Response Time 2.09 minutes

Average Wait Time at Hospital 35 mins
 (Min 2 mins / Max 59 mins)

Submitted: Luann Thomas

William Lewis

Summary

Dedicated and reliable team leader with strong supervisory and customer service experience. Recognized for supporting team members, enhancing daily operations, and fostering growth through consistent guidance, training, and a positive approach while still taking the time to be an active listener and fast learner. Committed to building a workplace culture where employees feel motivated and enjoy coming to work each day.

East Fallowfield Township

PUBLIC WORKS LABORER | FEBURARY 2021 – PRESENT

- Coordinate daily tasks with the road Forman, complete and delegate tasks to other members of the public works team.
- Maintenance of township owned trucks, equipment, and police cars resulting in them being placed back into service usually the same day.
- Operate heavy equipment including backhoes, loaders, dump trucks, and skid steers.
- Complete and oversee asphalt patching, concrete repairs, and general construction projects.
- Provide courteous interaction with residents while working in active neighborhoods and public spaces.
- Complete snow removal and handle after hours call ins as needed.
- Grounds maintenance on all township parks and properties

Modena Fire Company

BATTALION CHIEF | MAY 2013 – PRESENT

- Lead daily operations in coordination with other Chief Officers and lower line officers
- Led the development of a standardized fire apparatus driver training program to promote safety, increase driver confidence, and maintain operational readiness.
- Planned, coordinated, and delivered our department fire training program to sharpen skills and improve performance under pressure.
- Take charge of emergency calls ensuring safe, efficient incident management during fires, rescues, and any other emergencies
- Safely operated fire apparatus including an engine, squad, tanker, as well as other support vehicles.
- Supported recruitment and retention efforts by pushing for incentives for all members answering calls.
- Helped support the transition from a fully volunteer organization to a combination department with both paid and volunteer staff.
- Selected to serve on the Apparatus Committee responsible for the design and acquisition of a custom-built fire tanker.

ITW/ARW

RSA | JULY 2015 – JULY 2021

- Support team operations by stepping into multiple roles as needed to help keep workflow moving.
- Built strong working relationships with coworkers, customers, and management through reliability and communication.
- Operate different large box trucks and vans to move products to and from warehouse and direct them to the customer.
- Maintained accurate inventory counts, tracked incoming/outgoing products, and reduced order errors.
- Led the Safety Committee in developing and enforcing safety procedures while maintaining clean, organized, and OSHA-compliant work environments.

Jaeco Fluid Systems

PRODUCTION LEAD | NOVEMBER 2013 – JULY 2015

- Built fluid transfer systems serving municipal, construction, and industrial clients.
- Stated with bare castings and completed final machining for units to be assembled.
- Assembled and completed final testing on all industrial pumps and valves.
- Collaborated closely with the Research and Development team to enhance product quality, performance, and overall effectiveness.
- Served as an active member of the Safety Committee, promoting a culture of workplace safety and accountability.

Education

COATESVILLE SENIOR HIGH SCHOOL | JUNE-2010

Skills & Abilities

- Strong work ethic
- Team building
- Training and development
- Time management
- Understanding of municipal operations
- Equipment and apparatus maintenance
- Class B commercial driver's license
- Poised under pressure
- Attention to detail
- Fun and energetic
- Active Listening
- Fire Suppression and incident safety
- Rescue equipment proficiency
- Issue and conflict resolution

Request for APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

INSTRUCTIONS

1. You must request a Criminal Records Check for all who are recommended for appointment by completing a Pennsylvania State Police Form SP 4-164, "Request for Criminal Record Check". You must then attach the results to this form. Form SP 4-164 is available on the internet at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2> or you may request a Criminal History Check Online utilizing the PATCH System.
2. Complete Part I (please type or print legibly).
3. Submit original to the COUNTY Emergency Management Coordinator.
4. Retain a copy for your files.

PART I

Municipality Information:

Municipality: _____

Municipal Office Address:

City _____ PA _____ Zip _____
State

Municipal Telephone Number:

(____) _____

Municipal Fax Number:

(____) _____

Previous Municipal Coordinator:

Appointment Date of Previous Coordinator:

Recommended Appointee Information:

Full Name: _____

Appointee's Home Address:

City _____ State _____ Zip _____

Appointee's Home Telephone Number:

(____) _____

Appointee's Email Address:

Appointee's Date of Birth:

Appointee's Social Security Number:

____ - ____ - ____

The above recommendation is of record in the Minute Books of the Municipality and was made with due consideration of the qualifications of the above-recommended citizen and is subject to approval of the County, the Pennsylvania Emergency Management Agency, and the Governor of the Commonwealth of Pennsylvania.

Signature (Secretary/Manager)

Title

Print Name

Date

PART II *(to be completed by County Emergency Management Coordinator)*

Signature

County

Print Name

Date

Local Coordinators Contact Sheet

Township _____
EOC Location _____
EOC Phone/Fax _____

1ST **Contact Name** _____ **Title** _____
Address: _____
Daytime Phone _____ **Ext.** _____
Night Phone _____
Mobile Phone _____
Pager _____
Fax _____
E-Mail _____

2ND **Contact Name** _____ **Title** _____
Daytime Phone _____
Night Phone _____
Mobile Phone _____
Pager _____
Fax _____
E-Mail _____

3RD Contact Name _____	Title _____	4TH Contact _____
Daytime Phone _____		Daytime Phone _____
Night Phone _____		Night Phone _____
Mobil Phone _____		Mobil Phone _____
Pager _____		Pager _____
Fax _____		Fax _____
E-Mail _____		

Special Instruction:

Municipal Coordinator Duties

In accordance with Title 35, a municipal coordinator is appointed by the Governor upon the recommendation of the executive officer or governing body of the municipality. The coordinator shall be professionally competent and capable of exerting leadership, planning, training and effecting coordination among operating agencies of government and controlling coordinated operations. Without a doubt, the most important responsibility of municipal officials, and the municipal coordinator, is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The municipal coordinator has a major role to play in helping the community and residents achieve the proper level of preparedness, response, recovery and mitigation activities for whatever may affect the municipality. The municipal coordinator must create interest, motivate and involve the community in these activities and keep elected officials informed and involved with these preparations. Each coordinator should use the resources available at county and state level and within the community to assist with these responsibilities.

1. Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required. Develop and keep current emergency response checklists appropriate for the emergency needs and resources of the community
2. Maintains coordination with the county EMA, and provides prompt information in emergencies, as available.
3. Coordinates with the county EMA, identifies hazards and vulnerabilities that may affect the municipality; recommends mitigation measures to reduce disaster effects; participates in the County Hazard Mitigation Team and assists in pre-disaster mitigation planning and grant submission efforts.
4. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from the county EMA.
5. Develops, maintains and ensures certification of trained staff to work in the municipal emergency operations center (EOC) when activated.
6. Mobilizes the municipal EOC and acts as the Command function within the Incident Command System (ICS) structure in the EOC during an emergency/disaster.
7. Compiles cost figures for the conduct of emergency operations.
8. Attends training, workshops and seminars provided by municipal officials, county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

9. Maintains current appropriate plans, procedures, guidance and laws issued by the county, PEMA and the Commonwealth within the EOC; has knowledge of the federal and state required plans for the jurisdiction and coordinates with all applicable agencies dealing with emergencies at dams, chemical and nuclear plants, schools, day cares, hospitals, prisons, nursing home facilities and special events.
10. Manages and mobilizes the equipment and staff of the municipal emergency operations center (EOC) when appropriate and as directed by the municipal elected officials.
11. Provides prompt and accurate information regarding municipal disaster emergencies to the appropriate municipal, county, and Commonwealth officials and the general public.
12. Participates in all tests, drills and exercises, including remedial drills and exercises that pertain to the municipality, as scheduled by the county or Commonwealth.
13. Participates in the integrated flood warning systems program as applicable for the municipality.
14. Develops mutual aid agreements, as applicable, with adjacent municipalities.
15. Encourages and ensures municipal officials declare disaster emergencies when needed and sends the signed disaster declaration to the county EMA.
16. Conducts damage reporting/assessment and expeditiously, within 24-hours of a disaster, provides the information to the county emergency management coordinator or the county EOC if activated.
17. Responds to the location of a disaster as requested by municipal officials or the county emergency management coordinator.
18. Attains basic and advanced certification in accordance with PEMA Directive 2003-5 and Title 35.
19. Ensures municipality is compliant with the six components of the National Incident Management System (NIMS).
20. Other duties as assigned by municipal elected officials

§ 7502. Local coordinator of emergency management.

(a) **General rule.**--Each local organization of emergency management shall have a coordinator who shall be responsible for the planning, administration and operation of the local organization subject to the direction and control of the executive officer or governing body.

(b) **County coordinator.**--A coordinator shall be appointed in all counties with approval of the director of the agency. The executive officer or governing body of the county shall recommend a coordinator whose recommendation must be endorsed by the director of the agency prior to appointment by the Governor. Upon failure of the executive officer or governing body of the county to make a recommendation of a person for coordinator within the time fixed by the agency, the Governor is authorized to appoint a coordinator based upon the recommendation of the director of the agency. The coordinator of the county organization shall not be assigned any duties that will conflict with his duty as coordinator.

(c) **Local level.**--At the local level, the coordinator shall be appointed by the Governor upon the recommendation of the executive officer or governing body of the political subdivision. Upon the failure of the executive officer or governing body of a political subdivision to make a recommendation to the Governor of a candidate for coordinator within the time fixed by the agency, the Governor is authorized to appoint a coordinator without any recommendation. A candidate for coordinator for two or more political subdivisions may be recommended to the Governor for appointment upon agreement by resolution of the governing bodies of such political subdivisions. Any other law notwithstanding, a local government official may be recommended for appointment.

(d) **Qualifications.**--The coordinator shall be professionally competent and capable of planning, effecting coordination among operating agencies of government and controlling coordinated operations by local emergency preparedness forces.

(e) **In-service training.**--Each appointed coordinator shall:

(1) Attend and successfully complete the first phase of the career development program as prescribed by the agency within one year after appointment.

(2) Attend and successfully complete the second phase of the career development program as prescribed by the agency within three years after appointment.

(3) Attend basic and advanced seminars, workshops and training conferences called by the State director and/or official having responsibility for providing the coordinator with in-service training.

Failure to attend the instruction described in this subsection or failure to attend a prescribed training conference for a period of two consecutive years shall be cause for replacement. The State Director of Emergency Management may grant credit toward meeting the requirements of this subsection to appointed local coordinators on the basis of prior experience and training.

(f) **Responsibility for training.**--Responsibility for the professional in-service training of each coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning.

(g) **Expenses.**--Each appointed coordinator shall be reimbursed for actual expenses incurred in the performance of his duties and attendance at scheduled meetings.

Cross References. Section 7502 is referred to in section 7707 of this title.

TOWNSHIP of EAST FALLOWFIELD



FINANCIAL REPORT

February 24, 2026



Township of East Fallowfield
Bank Account Balances
as of January 31, 2026



<u>Fund Name</u>	<u>Bank Account Name</u>	<u>Bank</u>	<u>Trial Balance</u>	<u>Bank Balance</u>
<u>Capital Projects Fund</u>				
	Capital Projects Fund	Meridian Bank	\$1,699,068	\$1,699,068
	Capital Projects Fund	PLGIT	\$551,331	\$551,331
	<u>Total Capital Projects Fund Account</u>		<u>\$2,250,399</u>	<u>\$2,250,399</u>
<u>General Fund</u>				
	Fire/EMS	Meridian Bank	\$844,894	\$844,894
	General Fund (incl sweep acct balance)	Meridian Bank	\$3,004,775	\$2,995,651
	General Fund - Cash Dep Only	Fulton Bank	\$3,758	\$3,758
	<u>Total General Fund Accounts</u>		<u>\$3,853,427</u>	<u>\$3,844,303</u>
<u>Liquid Fuels Fund</u>				
	Liquid Fuels Fund	Meridian	\$22,555	\$22,555
	<u>Total Liquid Fuels Account</u>		<u>\$22,555</u>	<u>\$22,555</u>
<u>Park & Recreation Fund</u>				
	Parks & Recreation Fund	Meridian	\$235,977	\$235,977
	<u>Total Park & Recreation Account</u>		<u>\$235,977</u>	<u>\$235,977</u>
<u>Rebill Fund</u>				
	Rebill/Escrow	Meridian	\$62,072	\$62,159
	<u>Total Rebill Account</u>		<u>\$62,072</u>	<u>\$62,159</u>
<u>Trash Fund</u>				
	Trash	Meridian	\$748,626	\$748,626
	<u>Total Trash Account</u>		<u>\$748,626</u>	<u>\$748,626</u>
East Fallowfield Township Bank Accounts- Meridian Bank			\$6,617,969	\$6,608,930
East Fallowfield Township Bank Accounts- PLGIT			\$551,331	\$551,331
East Fallowfield Township Bank Accounts- Fulton Bank			\$3,758	\$3,758
Total of all East Fallowfield Township Bank Accounts			<u>\$7,173,057</u>	<u>\$7,164,019</u>

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
GENERAL FUND						
Revenue						
301 · Real Property Taxes						
301.10 · Real Property Taxes - Current	7,872.07	820,816.00	1%	1,985.71	820,129.00	0%
301.11 · Real Property Taxes - Fire/EMS		0.00	0%		0.00	0%
301.20 · Real Property Taxes - Prior Yea	4,214.84	80,000.00	5%	8,289.02	80,000.00	10%
301.24 · Real Property Taxes - Collect F	-215.63	-10,000.00	2%	-189.96	-13,000.00	1%
301 · Real Property Taxes - Other	0.00	0.00	0%	0.00	0.00	0%
Total 301 · Real Property Taxes	11,871.28	890,816.00	1%	10,084.77	887,129.00	1%
310 · Local Tax Enabling Act Taxes						
310.10 · Real Estate Transfer Tax	14,299.00	140,000.00	10%	42,758.62	152,150.00	28%
310.20 · Earned Income Tax—Current	70,949.41	1,674,000.00	4%	67,707.68	1,700,000.00	4%
310.24 · Earned Income Tax—Collector Fee	-869.00	-20,758.00	4%	-826.02	-20,740.00	4%
310.25 · ChesCo. Tax Collection Comm.Fee	-285.98	0.00	0%	-855.17	-3,043.00	28%
310.50 · Local Services Tax—Current	2,274.28	27,500.00	8%	2,285.17	35,000.00	7%
310.54 · Local Services Tax-CollectorFee	-27.86	-341.00	8%	-27.88	-427.00	7%
Total 310 · Local Tax Enabling Act Taxes	86,339.85	1,820,401.00	5%	111,042.40	1,862,940.00	6%
321 · Business Licenses and Permits						
321.60 · Contractor Registration	0.00	0.00	0%	0.00	0.00	0%
321.61 · Peddler Permit	0.00	0.00	0%	0.00	0.00	0%
321.801 · Comcast Franchise Fee	0.00	60,000.00	0%	0.00	55,000.00	0%
321.802 · Verizon Franchise Fee	0.00	72,000.00	0%	0.00	73,000.00	0%
321.90 · Cable Tower Fee	300.00	300.00	100%	0.00	300.00	0%
Total 321 · Business Licenses and Permits	300.00	132,300.00	0%	0.00	128,300.00	0%
322 · Non-Business Licenses & Permits						
322.50 · Street Opening Permit	260.00	4,000.00	7%	575.00	3,600.00	16%
322.90 · Miscellaneous Permits	0.00	0.00	0%	0.00	0.00	0%
Total 322 · Non-Business Licenses & Permits	260.00	4,000.00	7%	575.00	3,600.00	16%
331 · Fines						
331.11 · Vehicle Code Violations	0.00	0.00	0%	0.00	0.00	0%
331.12 · Violations Ordin/Statues/Etc	1,202.11	12,000.00	10%	1,339.74	12,000.00	11%
331.13 · State Police Fines	0.00	4,000.00	0%	0.00	3,000.00	0%
Total 331 · Fines	1,202.11	16,000.00	8%	1,339.74	15,000.00	9%
341 · Interest Earnings						
341.01 · Interest on Checking	11,017.24	80,000.00	14%	8,172.11	90,000.00	9%
Total 341 · Interest Earnings	11,017.24	80,000.00	14%	8,172.11	90,000.00	9%
342 · Rents & Royalties						
342.53 · Royalties from Cell Tower	4,112.02	50,000.00	8%	4,240.87	50,000.00	8%
342 · Rents & Royalties - Other	0.00		0.00	0.00		0.00
Total 342 · Rents & Royalties	4,112.02	50,000.00	8%	4,240.87	50,000.00	8%
351 · Fed Capital & Operating Grants						
351.12 · FEMA Grant-Emerg Disaster Relife	0.00	0.00	0%	0.00	0.00	0%
Total 351 · Fed Capital & Operating Grants	0.00	0.00	0%	0.00	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
354 · State Capital & Operating Grant						
354.02 · Public Safety	0.00	0.00	0%	0.00	0.00	0%
354.15 · Recycling/Act 101	0.00	0.00	0%	0.00	0.00	0%
354 · State Capital & Operating Grant - Other	0.00	0.00	0%	0.00	0.00	0%
Total 354 · State Capital & Operating Grant	0.00	0.00	0%	0.00	0.00	0%
355 · State Shared Revenue & Entitle						
355.01 · PURTA	0.00	2,000.00	0%	0.00	3,009.00	0%
355.05 · General Municipal Pension Syste	0.00	80,000.00	0%	0.00	112,745.00	0%
Total 355 · State Shared Revenue & Entitle	0.00	82,000.00	0%	0.00	115,754.00	0%
361 · Charges for Services						
361.31 · Prelim/Final SALDO Plan Fees	0.00	0.00	0%	0.00	0.00	0%
361.34 · Hearing Fees	1,500.00	1,500.00	100%	0.00	1,500.00	0%
361.74 · Postage	0.00	0.00	0%	0.00	0.00	0%
361.80 · Grass Cutting or Chipping Srvc	0.00	0.00	0%	0.00	0.00	0%
Total 361 · Charges for Services	1,500.00	1,500.00	100%	0.00	1,500.00	0%
362 · Public Safety						
362.100 · Police Services	30.00	500.00	6%	90.00	500.00	18%
362.105 · Special Police Services	0.00	500.00	0%	0.00	500.00	0%
362.11 · Police Reports - Copies	0.00	500.00	0%	0.00	500.00	0%
362.41 · Building Permits	2,165.66	120,000.00	2%	19,369.70	110,000.00	18%
362.42 · Stormwater Management Permits	0.00	2,000.00	0%	0.00	1,000.00	0%
362.50 · Burning Permit	0.00	400.00	0%	20.00	400.00	5%
Total 362 · Public Safety	2,195.66	123,900.00	2%	19,479.70	112,900.00	17%
364 · Sanitation						
364.30 · Trash - Current Year	0.00	0.00	0%	0.00	0.00	0%
364.50 · Recyclable Sales	0.00	0.00	0%	0.00	0.00	0%
364.90 · Trash - Dumpster	-76.00	0.00	0%	0.00	0.00	0%
364.91 · Scrap/TV Disposal	0.00	0.00	0%	0.00	0.00	0%
364.93 · Hazardous Waste Rebate	0.00	1,350.00	0%	0.00	1,200.00	0%
Total 364 · Sanitation	-76.00	1,350.00	-6%	0.00	1,200.00	0%
389 · Misc Revenue						
389.00 · Miscellaneous Revenue	3,504.96	2,500.00	140%	1,400.00	1,000.00	140%
389.10 · Insurance Refund	1,600.00	5,000.00	32%	0.00	0.00	0%
389 · Misc Revenue - Other	0.00	0.00	0%	0.00	0.00	0%
Total 389 · Misc Revenue	5,104.96	7,500.00	68%	1,400.00	1,000.00	140%
391.10 · Sale of Fixed Assets	0.00	0.00	0%	0.00	2,000.00	0%
395 · Refunds of Prior Year Expend	0.00	0.00	0%	0.00	0.00	0%
Use of Reserves					1,231,677.00	
Total Revenue	123,827.12	3,209,767.00	4%	156,334.59	4,503,000.00	3%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
Expense						
400 · Supervisors						
400.105 · Salaries	0.00	12,500.00	0%	0.00	12,500.00	0%
400.192 · FICA/Medicare	0.00	956.00	0%	0.00	956.00	0%
400.352 · Liability Insurance	0.00	0.00	0%	0.00	0.00	0%
400.460 · Conferences/Training	250.00	1,000.00	25%	17.94	1,000.00	2%
Total 400 · Supervisors	250.00	14,456.00	2%	17.94	14,456.00	0%
401 · Township Manager						
401.110 · Manager - Salary	10,800.00	140,400.00	8%	10,800.00	144,612.00	7%
401.197 · 457 Plan	216.00	2,808.00	8%	216.00	2,892.00	7%
401.315 · Employee Medical Contribution	-152.44	-1,900.00	8%	-152.44	-1,982.00	8%
401.317 · Other Costs	0.00	0.00	0%	0.00	0.00	0%
Total 401 · Township Manager	10,863.56	141,308.00	8%	10,863.56	145,522.00	7%
402 · Auditing Services						
402.311 · Annual Audit Fee	0.00	11,000.00	0%	0.00	11,500.00	0%
Total 402 · Auditing Services	0.00	11,000.00	0%	0.00	11,500.00	0%
402.315 · Health/Dental Empl Contribution	0.00	0.00	0%	0.00	0.00	0%
403 · Tax Collection						
403.430 · Tax Collection Committee Fee	0.00	0.00	0%	0.00	0.00	0%
Total 403 · Tax Collection	0.00	0.00	0%	0.00	0.00	0%
404 · Legal						
404.310 · Legal Services	9,349.80	120,000.00	8%	17,060.51	272,000.00	6%
404.314 · Special Legal - Unions	0.00	30,000.00	0%	1,958.00	15,000.00	13%
Total 404 · Legal	9,349.80	150,000.00	6%	19,018.51	287,000.00	7%
405 · Office Administration						
405.110 · Secretary - Wages	1,377.44	33,034.00	4%	1,966.45	32,832.00	6%
405.112 · Treasurer - Salary	6,355.76	96,408.00	7%	7,357.68	97,850.00	8%
405.115 · FT Admin - Wages	4,362.60	108,150.00	4%	4,448.13	128,916.00	3%
405.182 · Admin Salaries for Trash	0.00	-38,884.00	0%	0.00	-39,827.00	0%
405.187 · Admin Medical Opt Out 50%	0.00	9,698.00	0%	0.00	0.00	0%
405.192 · FICA/Medicare	1,728.11	29,658.00	6%	1,821.05	30,922.00	6%
405.194 · Unemployment Compensation	115.00	1,000.00	12%	27.09	1,075.00	3%
405.195 · Workers' Compensation	395.23	1,000.00	40%	0.00	1,370.00	0%
405.196 · Health/Dental Insurance	0.00	98,685.00	0%	11,376.73	193,044.00	6%
405.197 · Pension	1,269.75	21,279.00	6%	1,713.34	22,283.00	8%
405.198 · Life / AD&D	48.38	798.00	6%	59.13	880.00	7%
405.199 · STD/LTD	89.56	1,019.00	9%	155.92	2,689.00	6%
405.315 · Employee Medical Contrib	-153.68	-9,102.00	2%	-615.38	-13,652.00	5%
405.316 · Aflac Insurance	0.00	0.00	0%	0.00	0.00	0%
405.317 · Aflac Insurance - Employee Cont	0.00	0.00	0%	0.00	0.00	0%
405.353 · Surety & Fidelity - Bonding	1,841.00	4,000.00	46%	368.00	5,239.00	7%
405 · Office Administration - Other	0.00	0.00	0%	0.00	0.00	0%
Total 405 · Office Administration	17,429.15	356,743.00	5%	28,678.14	463,621.00	6%
406 · General Government						
406.210 · Office Supplies	450.51	3,000.00	15%	42.20	3,250.00	1%
406.215 · Postage	56.85	1,500.00	4%	56.85	2,490.00	2%
406.310 · Payroll Service	748.24	6,500.00	12%	854.60	5,025.00	17%
406.311 · Consultant/Bookkeeping Help	3,800.00	5,000.00	76%	0.00	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
406.317 · Other Services/Charges	1,915.43	2,000.00	96%	160.00	2,615.00	6%
406.321 · Telephone	192.98	2,500.00	8%	193.22	2,400.00	8%
406.324 · Mobile Phone	52.73	1,500.00	4%	130.70	1,020.00	13%
406.341 · Advertising	266.98	5,000.00	5%	704.06	4,320.00	16%
406.342 · Printing/Newsletter	0.00	3,000.00	0%	0.00	1,000.00	0%
406.352 · Liability Insurance	6,382.97	7,350.00	87%	0.00	6,702.00	0%
406.384 · Rent - Copier/Postage Meter	214.00	3,000.00	7%	214.00	2,676.00	8%
406.391 · Credit Card Processing Fees	76.93	1,200.00	6%	0.00	0.00	0%
406.392 · Bank Fees	-1.32	100.00	-1%	118.81	900.00	13%
406.393 · Late Fees	0.00	0.00	0%	0.00	0.00	0%
406.420 · Dues/Memberships/Subscriptions	3,247.00	5,000.00	65%	848.00	6,005.00	14%
406.450 · Codification/Transparency	995.00	15,000.00	7%	0.00	13,000.00	0%
406.454 · Document Digitization	0.00	2,000.00	0%	0.00	5,000.00	0%
406.460 · Meetings and Education	321.43	12,000.00	3%	616.50	11,725.00	5%
406.520 · Library Donation	0.00	9,000.00	0%	0.00	9,000.00	0%
Total 406 · General Government	18,719.73	84,650.00	22%	3,938.94	77,128.00	5%
407 · IT						
407.325 · Internet Fees	375.81	4,000.00	9%	543.10	4,763.00	11%
407.452 · Contracted IT Service	487.50	14,000.00	3%	582.50	26,000.00	2%
407.453 · Computer Repairs/Maint/Equip	17.96	1,000.00	2%	-92.01	1,000.00	-9%
407.454 · Website	0.00	0.00	0%	0.00	0.00	0%
407.455 · Email Hosting	0.00	0.00	0%	0.00	25.00	0%
407.456 · Software/Web Applications	0.00	2,000.00	0%	0.00	1,510.00	0%
Total 407 · IT	881.27	21,000.00	4%	1,033.59	33,298.00	3%
408 · Engineering						
408.313 · Engineering Services	1,727.00	19,000.00	9%	276.75	20,000.00	1%
Total 408 · Engineering	1,727.00	19,000.00	9%	276.75	20,000.00	1%
409 · General Govt Buildings						
409.236 · Building Supplies	0.00	1,500.00	0%	118.89	1,000.00	12%
409.351 · Property Insurance	0.00	1,500.00	0%	0.00	2,231.00	0%
409.361 · Electricity	0.00	4,250.00	0%	536.03	6,600.00	8%
409.362 · Gas	0.00	7,000.00	0%	1,146.62	6,000.00	19%
409.373 · Building Repair/Maintenance	249.77	4,000.00	6%	323.94	4,790.00	7%
409.430 · Taxes	0.00	8,000.00	0%	798.98	8,103.00	10%
Total 409 · General Govt Buildings	249.77	26,250.00	1%	2,924.46	28,724.00	10%
410 · Police						
410.110 · Chief - Salary	7,704.00	114,618.00	7%	10,263.76	134,928.00	8%
410.112 · FT Officer - Salaries	34,173.16	441,514.00	8%	37,184.01	463,635.00	8%
410.114 · Admin Assistant - Wages	2,002.00	28,325.00	7%	1,715.64	29,744.00	6%
410.115 · PT Officer - Wages	12,127.17	137,719.00	9%	6,778.81	161,598.00	4%
410.171 · Leave - Vacation	0.00	54,957.00	0%	0.00	57,710.00	0%
410.172 · Leave - Holiday	9,088.54	41,955.00	22%	5,814.21	52,758.00	11%
410.176 · Leave - Personal	1,723.46	17,481.00	10%	1,743.96	18,357.00	10%
410.177 · Leave - Sick	2,515.32	19,963.00	13%	1,209.14	21,714.00	6%
410.178 · Leave - Chart/Kelly Time	5,170.38	45,452.00	11%	6,177.75	47,729.00	13%
410.180 · Overtime Pay	2,375.58	20,600.00	12%	1,660.55	21,000.00	8%
410.181 · Court Overtime Pay	966.16	16,480.00	6%	453.42	13,486.00	3%
410.182 · Special Detail - Prof. ERT	0.00	3,000.00	0%	3,630.00	3,630.00	100%
410.184 · Sick Pay Buy-Back	0.00	15,000.00	0%	0.00	15,000.00	0%
410.185 · Vacation Pay Buy-Back	0.00	0.00	0%	0.00	0.00	0%
410.187 · Medical Opt Out - 50%	1,536.72	20,000.00	8%	1,805.72	23,033.00	8%

East Fallowfield Township
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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
410.188 · 457 Plan (Twp Contribution)	0.00	0.00	0%	311.38	4,048.00	8%
410.192 · FICA/Medicare	5,996.65	71,838.00	8%	5,632.18	81,174.00	7%
410.194 · Unemployment Compensation	273.51	5,000.00	5%	242.62	3,010.00	8%
410.195 · Workers' Compensation	15,769.86	39,900.00	40%	0.00	39,981.00	0%
410.196 · Health/Dental Insurance	0.00	239,769.00	0%	23,551.30	282,616.00	8%
410.197 · Pension	0.00	86,969.00	0%	0.00	85,217.00	0%
410.198 · Life / AD&D	263.41	3,479.00	8%	263.41	3,319.00	8%
410.199 · STD/LTD	324.38	3,111.00	10%	405.13	5,105.00	8%
410.210 · Office Supplies	0.00	2,000.00	0%	158.13	2,000.00	8%
410.215 · Postage	0.00	50.00	0%	0.00	50.00	0%
410.220 · Operating Supplies	0.00	2,500.00	0%	95.83	2,500.00	4%
410.224 · Medical Supplies	0.00	500.00	0%	0.00	1,000.00	0%
410.225 · Laboratory / Testing Supplies	0.00	2,500.00	0%	265.00	2,198.00	12%
410.231 · Vehicle Fuel - Gasoline	982.82	17,500.00	6%	995.86	17,000.00	6%
410.236 · Building Supplies	23.99	1,000.00	2%	72.86	800.00	9%
410.238 · Clothing and Uniforms	344.16	7,000.00	5%	1,384.34	6,000.00	23%
410.242 · Ammunition	0.00	5,000.00	0%	0.00	5,000.00	0%
410.261 · Vehicle Equipment	0.00	2,000.00	0%	0.00	2,000.00	0%
410.315 · Health/Dental - Employee Contri	-898.40	-11,988.00	7%	-1,087.00	-14,131.00	8%
410.316 · Aflac Insurance	148.26	1,927.00	8%	222.39	1,927.00	12%
410.317 · Aflac Insurance - Employee Cont	-148.26	-1,927.00	8%	-148.26	-1,927.00	8%
410.318 · Other Services & Charges	694.00	6,000.00	12%	1,519.00	4,000.00	38%
410.319 · Other	0.00	0.00	0%	0.00	0.00	0%
410.321 · Telephone	361.37	4,500.00	8%	361.98	4,500.00	8%
410.324 · Mobile Phones	450.56	900.00	50%	1,279.13	1,740.00	74%
410.325 · Internet	0.00	0.00	0%	0.00	0.00	0%
410.338 · Court Parking	0.00	0.00	0%	0.00	0.00	0%
410.351 · Property Insurance	0.00	1,995.00	0%	0.00	2,964.00	0%
410.352 · Liability Insurance	20,494.98	23,600.00	87%	0.00	21,520.00	0%
410.355 · Auto Insurance	5,330.00	13,650.00	39%	0.00	16,143.00	0%
410.361 · Electricity	172.49	2,250.00	8%	189.05	2,800.00	7%
410.362 · Gas	0.00	1,500.00	0%	0.00	1,650.00	0%
410.366 · Water	0.00	1,000.00	0%	67.00	840.00	8%
410.373 · Building Repair/Maintenance	100.00	3,000.00	3%	100.00	3,700.00	3%
410.374 · Vehicle/Equipment Repair	1,897.09	20,000.00	9%	13,661.44	18,000.00	76%
410.384 · Copier Rent	0.00	2,750.00	0%	689.49	3,250.00	21%
410.420 · Dues/Memberships/Subscriptions	96.08	2,000.00	5%	150.00	5,100.00	3%
410.450 · CODY - Contracted Service	0.00	27,835.00	0%	7,701.00	27,750.00	28%
410.452 · Contracted IT	370.00	5,000.00	7%	500.00	8,400.00	6%
410.454 · Computer Repair/Maint/Equip	617.00	3,000.00	21%	1,583.99	3,000.00	53%
410.460 · Meetings and Education	3,900.00	17,000.00	23%	300.00	17,000.00	2%
410.461 · Community Relations	0.00	1,000.00	0%	0.00	1,000.00	0%
Total 410 · Police	136,946.44	1,592,172.00	9%	138,904.22	1,736,976.00	8%

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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
413 · Code Enforcement						
413.210 · Office Supplies	0.00	0.00	0%	0.00	20.00	0%
413.270 · Code Enforcement Software	0.00	12,500.00	0%	10,300.00	12,500.00	82%
413.310 · Code Enforcement/Zoning Srvcs	9,128.63	80,000.00	11%	15,311.45	71,500.00	21%
413.454 · UCC Permit Fee	0.00	2,500.00	0%	279.00	2,500.00	11%
413 · Code Enforcement - Other	0.00	0.00	0%	0.00	0.00	0%
Total 413 · Code Enforcement	9,128.63	95,000.00	10%	25,890.45	86,520.00	30%
414 · Planning & Zoning						
414.110 · Zoning Hearing Board Wages	0.00	1,500.00	0%	0.00	300.00	0%
414.192 · FICA/Medicare	0.00	115.00	0%	0.00	23.00	0%
414.247 · Planning Commission Budget	0.00	2,500.00	0%	0.00	2,000.00	0%
414.248 · Historic Commission Budget	0.00	2,500.00	0%	0.00	2,000.00	0%
414.310 · ZHB Court Reporter	0.00	2,500.00	0%	0.00	400.00	0%
414.314 · ZHB Legal Service	1,488.50	5,000.00	30%	0.00	1,500.00	0%
414.315 · PC Legal Service	0.00	0.00	0%	0.00	0.00	0%
414.317 · BOS Court Reporter	0.00	2,000.00	0%	0.00	0.00	0%
414.318 · Other	0.00	250.00	0%	0.00	0.00	0%
414.341 · Advertising	0.00	2,000.00	0%	0.00	550.00	0%
414.420 · Dues & Memberships	0.00	1,000.00	0%	0.00	250.00	0%
414.460 · Meetings and Education	0.00	500.00	0%	0.00	500.00	0%
Total 414 · Planning & Zoning	1,488.50	19,865.00	7%	0.00	7,523.00	0%
422 · Animal Control						
422.450 · SPCA	532.05	12,000.00	4%	1,248.00	17,000.00	7%
Total 422 · Animal Control	532.05	12,000.00	4%	1,248.00	17,000.00	7%
427 · Trash/Recycling						
427.367 · TV/Tire/Dumping Fees	0.00	0.00	0%	0.00	0.00	0%
427.420 · Recycling Authority Membership	2,000.00	0.00	0%	0.00	0.00	0%
Total 427 · Trash/Recycling	2,000.00	0.00	0%	0.00	0.00	0%
429 · ACT 537						
429.313 · ACT 537 - Engineering	0.00	5,000.00	0%	540.00	5,000.00	11%
429.314 · ACT 537 - Legal	0.00	1,000.00	0%	0.00	1,000.00	0%
Total 429 · ACT 537	0.00	6,000.00	0%	540.00	6,000.00	9%
430 · Public Works						
430.110 · Foreman - Salary	4,339.20	54,318.00	8%	5,072.46	56,147.00	9%
430.112 · FT Road Crew - Salaries	15,486.99	165,667.00	9%	16,134.06	215,756.00	7%
430.116 · PT - Road Crew	0.00	37,670.00	0%	0.00	0.00	0%
430.117 · PT - Snow Plowers	1,604.30	10,000.00	16%	1,373.00	7,500.00	18%
430.118 · PT - Summer Grass Cutters	0.00	20,000.00	0%	0.00	21,000.00	0%
430.171 · Leave - Vacation	542.40	3,570.00	15%	606.94	12,184.00	5%
430.172 · Leave - Holiday	1,946.08	8,569.00	23%	3,252.63	12,483.00	26%
430.176 · Leave - Personal	0.00	714.00	0%	61.56	1,320.00	5%
430.177 · Leave - Sick	301.48	7,141.00	4%	548.19	11,799.00	5%
430.180 · Foreman - Overtime Pay	2,305.37	6,000.00	38%	583.76	10,670.00	5%

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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
430.181 · FT Road Crew - Overtime Pay	5,154.86	12,000.00	43%	1,192.57	20,414.00	6%
430.182 · PW Salaries for Trash	0.00	-63,869.00	0%	0.00	-81,483.00	0%
430.192 · FICA/Medicare	2,367.93	24,912.00	10%	2,147.73	28,249.00	8%
430.194 · Unemployment Compensation	109.16	3,850.00	3%	158.98	2,215.00	7%
430.195 · Workers' Compensation	10,374.91	26,250.00	40%	0.00	26,303.00	0%
430.196 · Health/Dental Insurance	0.00	92,250.00	0%	7,210.04	88,035.00	8%
430.197 · Pension	1,615.26	15,750.00	10%	1,492.26	20,446.00	7%
430.198 · Life / AD&D	21.50	427.00	5%	43.00	542.00	8%
430.199 · STD/LTD	57.68	1,194.00	5%	158.39	1,996.00	8%
430.210 · Office/Shop Supplies	1,838.23	2,500.00	74%	165.17	2,500.00	7%
430.220 · Operating Supplies	102.50	2,500.00	4%	115.70	1,000.00	12%
430.224 · Medical Supplies	0.00	0.00	0%	34.90	250.00	14%
430.231 · Vehicle Fuel - Gasoline	989.43	10,000.00	10%	666.07	13,260.00	5%
430.238 · Clothing/Uniform	1,440.00	1,440.00	100%	1,440.00	1,440.00	100%
430.242 · PA One Call	27.30	350.00	8%	62.41	480.00	13%
430.246 · Street Signs	0.00	500.00	0%	0.00	1,500.00	0%
430.250 · Repair/Maintenance Supplies	371.24	2,000.00	19%	640.37	2,000.00	32%
430.260 · Small Tools/Minor Equipment	209.78	5,505.00	4%	98.87	6,000.00	2%
430.315 · Health/Dental - Employee Contri	-643.12	-9,450.00	7%	-665.52	-8,868.00	8%
430.316 · Aflac Insurance	84.36	1,097.00	8%	126.54	1,097.00	12%
430.317 · Aflac Insurance-Employee Contr	-84.36	-1,097.00	8%	-84.36	-1,097.00	8%
430.318 · Other Services & Charges	50.00	2,000.00	3%	219.00	4,373.00	5%
430.324 · Mobile Phones	100.63	1,200.00	8%	139.34	945.00	15%
430.351 · Property Insurance	0.00	6,825.00	0%	0.00	10,141.00	0%
430.352 · Liability Insurance	5,927.05	6,825.00	87%	0.00	6,223.00	0%
430.355 · Auto Insurance	6,150.00	15,750.00	39%	0.00	20,512.00	0%
430.372 · Vehicle-Repair/Maintenance	2,828.24	12,500.00	23%	4,043.28	12,500.00	32%
430.373 · Building-Repair/Maintenance	0.00	1,000.00	0%	2,007.08	1,500.00	134%
430.374 · Equipment-Repair/Maintenance	7,591.74	7,500.00	101%	1,825.85	10,000.00	18%
430.420 · Dues & Memberships	0.00	250.00	0%	0.00	200.00	0%
430.460 · Meetings and Education	0.00	1,000.00	0%	0.00	1,000.00	0%
Total 430 · Public Works	73,210.14	496,608.00	15%	50,870.27	542,532.00	9%
438 · Maintenance & Repairs of Roads						
438.372 · Road Improvements	0.00	1,000.00	0%	629.00	1,000.00	63%
Total 438 · Maintenance & Repairs of Roads	0.00	1,000.00	0%	629.00	1,000.00	63%
446 · Stormwater Management						
446.313 · MS4 Engineering	0.00	20,000.00	0%	0.00	15,000.00	0%
446.314 · MS4 Legal	0.00	0.00	0%	0.00	0.00	0%
446.317 · MS4 Permit Compliance	2,500.00	10,000.00	25%	2,500.00	5,000.00	50%
Total 446 · Stormwater Management	2,500.00	30,000.00	8%	2,500.00	20,000.00	13%
454 · Parks						
454.247 · Park & Rec Commission Budget	0.00	0.00	0%	0.00	0.00	0%
454.371 · Park Maintenance	277.21	4,000.00	7%	308.20	4,200.00	7%
Total 454 · Parks	277.21	4,000.00	7%	308.20	4,200.00	7%
491 · Refund of Prior Year Revenues	0.00	0.00	0%	0.00	0.00	0%

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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
492 · Interfund Operating Transfers						
492.10 · Transfer to General Fund-Reserv		2,917.00	0%		0.00	0%
492.18 · Transfer to Capital Funds	0.00	1,000,000.00	0%	0.00	1,000,000.00	0%
492.19 · Transfer to Trash Fund	0.00	0.00	0%	0.00	0.00	0%
492.36 · Tranfer to Liquid Fuels	0.00	0.00	0%	0.00	0.00	0%
492.36 · Tranfer to Fire/EMS	0.00	0.00	0%	0.00	0.00	0%
Total 492 · Interfund Operating Transfers	0.00	1,002,917.00	0%	0.00	1,000,000.00	0%
66900 · Reconciliation Discrepancies	0.00	0.00	0%	0.00	0.00	0%
Total Expense	285,553.25	4,083,969.00	7%	287,642.03	4,503,000.00	6%
Net Income (Loss)	-161,726.13	-874,202.00	18%	-131,307.44	0.00	0%

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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
TRASH FUND						
Revenue						
Trash - Next Year/Sponsorship (Sponsorship for Bag Ordinance)			0%			0%
341.01 · Interest on Checking	668.80	7,000.00	10%	1,811.89	25,000.00	7%
354.00 · State Capital/Operating Grants	0.00	0.00	0%	0.00	0.00	0%
354.15 · Recycling / Act 101	4,702.03	0.00	0%	0.00	4,500.00	0%
364.30 · Trash - Current Year	9,512.44	1,234,800.00	1%	4,642.26	1,245,102.00	0%
364.31 · Trash - Prior Year	2,801.70	2,000.00	140%	5,264.68	2,500.00	211%
364.32 · Trash - Collections - 2005-2018	0.00	1,500.00	0%	510.62	750.00	68%
364.34 · Trash - Penalty Fees	0.00	0.00	0%	0.00	0.00	0%
364.35 · Trash Certifications	0.00	0.00	0%	0.00	0.00	0%
364.36 · Portnoff Notice Fee Collection	0.00	0.00	0%	0.00	0.00	0%
364.50 · Recyclable Sales	0.00	0.00	0%	0.00	0.00	0%
364.90 · Trash - Dumpster	70.00	250.00	28%	0.00	250.00	0%
364.91 · Scrap / TV Disposal	0.00	0.00	0%	0.00	0.00	0%
392.XX · Use of Reserves	0.00	0.00	0%	0.00	0.00	0%
Total Revenue	17,754.97	1,245,550.00	1%	12,229.45	1,278,102.00	1%
Expense						
427.112 · Trash Personnel Costs	0.00	102,753.00	0%	0.00	121,309.00	0%
427.310 · Trash Invoicing/Education		0.00	0%		0.00	0%
427.314 · Collection Notice Expense		600.00	0%		0.00	0%
427.317 · Hazardous Waste Collection	0.00	2,500.00	0%	0.00	3,000.00	0%
427.319 · TV/Tire/Dumping Fees - Bulk Trash Events	0.00	0.00	0%	0.00	27,410.00	0%
427.367 · Trash/Recycling Hauling Service	64,856.24	778,256.00	8%	69,348.32	832,528.00	8%
427.368 · Trash Tipping Fees	23,569.61	225,000.00	10%	17,933.42	256,855.00	7%
427.369 · Recycling Processing/Marketing	0.00	30,000.00	0%	0.00	25,000.00	0%
427.374 · Vehicle Repairs/Fuel		10,000.00	0%		10,000.00	0%
427.390 · Bank Charges		0.00	0%		0.00	0%
427.420 · Recycling Authority Membership	0.00	2,000.00	0%	0.00	2,000.00	0%
492.000 · Surplus added to Reserves		97,758.00	0%		0.00	0%
492.000 · Transfer to Capital Fund		0.00	0%		0.00	0%
66900 · Reconciliation Discrepancies		0.00	0%		0.00	0%
Total Expense	88,425.85	1,248,867.00	7%	87,281.74	1,278,102.00	7%
Net Income/(Loss)	-70,670.88	-3,317.00	2131%	-75,052.29	0.00	0%

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	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
<i>FIRE/EMS FUND</i>						
Revenue						
301.11 · Real Property Taxes - Fire/EMS	6,982.41	748,140.00	1%	6,170.72	747,513.00	1%
341.02 · Interest on Checking	656.40	5,000.00	13%	1,864.72	20,000.00	9%
355.07 · Foreign Fire Insur Tax	0.00	51,232.00	0%	0.00	57,650.00	0%
Total Revenue	7,638.81	804,372.00	1%	8,035.44	825,163.00	1%
Expense						
411.110 · Salaries/Wages	0.00	1,378.00	0%	0.00	1,378.00	0%
411.192 · FICA/Medicare	0.00	105.00	0%	0.00	105.00	0%
411.194 · Unemployment Compensation	0.00	0.00	0%	7.41	30.00	25%
411.195 · Workers' Compensation	0.00	25,000.00	0%	0.00	20,000.00	0%
411.231 · Vehicle Fuel - Gasoline	633.58	7,000.00	9%	0.00	3,000.00	0%
411.238 · Clothing and Uniforms	0.00	0.00	0%	0.00	0.00	0%
411.242 · Supplies	0.00	0.00	0%	0.00	100.00	0%
411.317 · Other Services & Charges	0.00	0.00	0%	0.00	0.00	0%
411.324 · Mobile Phones	54.84	600.00	9%	109.84	660.00	17%
411.363 · Hydrant Service	2,970.63	31,000.00	10%	2,922.28	37,009.00	8%
411.374 · Vehicle Repair	0.00	0.00	0%	0.00	0.00	0%
411.420 · Dues and Memberships	225.00	350.00	64%	0.00	350.00	0%
411.460 · Meetings and Education	0.00	0.00	0%	0.00	0.00	0%
411.540 · Subsidy to Fire Companies	0.00	300,000.00	0%	0.00	300,000.00	0%
411.541 · Subsidy to Fire Relief Assoc.	0.00	51,232.00	0%	0.00	57,650.00	0%
411.542 · Subsidy to EMS Companies	0.00	182,108.00	0%	0.00	182,108.00	0%
411.543 · Capital Expenditures - Modena	0.00	20,000.00	0%	0.00	20,000.00	0%
411.544 · Capital Expenditures - Westwood	0.00	85,299.00	0%	0.00	85,299.00	0%
411.543 · Capital Expenditures - Reserve	0.00	53,200.00	0%	0.00	-32,099.00	0%
411.492 · Operating Expenditures Reserve	0.00	132,398.00	0%	0.00	149,573.00	0%
Total Expense	3,884.05	889,670.00	0%	3,039.53	825,163.00	0%
Net Income/(Loss)	3,754.76	(85,298.00)	-4%	4,995.91	-	0%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
LIQUID FUELS FUND						
Revenue						
341.01 · Interest on Checking	0.00	0.00	0%	91.07	4,000.00	2%
354.03 · Winter/Severe Winter Agree	0.00	43,459.00	0%	0.00	40,000.00	0%
355.02 · Liquid Fuels Tax	0.00	286,070.00	0%	0.00	280,327.00	0%
355.03 · State Turnback Allocation	0.00	28,120.00	0%	0.00	29,440.00	0%
392.02 · Transfer from Capital Fund	0.00	75,000.00	0%	0.00	0.00	0%
392.35 · Use of Fund Balance	0.00	35,601.00	0%	0.00	0.00	0%
389.00 · Miscellaneous Revenue	0.00	0.00	0%	0.00	0.00	0%
Total Revenue	0.00	468,250.00	0%	91.07	353,767.00	0%
Expense						
430.232 · Diesel Fuel	944.71	12,000.00	8%	685.30	11,000.00	6%
430.260 · Small Tools/Minor Equipment	0.00	5,000.00	0%	0.00	0.00	0%
430.310 · Fuel Pump Repair	0.00	0.00	0%	0.00	0.00	0%
430.313 · Engineering Services	0.00	10,000.00	0%	0.00	0.00	0%
430.317 · Other	0.00	0.00	0%	0.00	0.00	0%
430.384 · Rental of Machinery /Equipment	0.00	0.00	0%	0.00	0.00	0%
430.740 · Capital Purchases	0.00	0.00	0%	0.00	0.00	0%
432.221 · Road Salt	29,462.93	45,000.00	65%	35,227.74	50,000.00	70%
433.220 · Traffic Control Devices/Signs	0.00	0.00	0%	0.00	0.00	0%
434.361 · Street Lights - Electricity	106.74	1,250.00	9%	134.13	1,505.00	9%
436.371 · Storm Drain Repairs	0.00	5,000.00	0%	0.00	3,000.00	0%
437.245 · Shop Supplies	0.00	0.00	0%	0.00	0.00	0%
437.372 · Vehicle-Repair/Maintenance	0.00	10,000.00	0%	0.00	10,000.00	0%
437.374 · Equipment-Repair/Maintenance	1,364.51	10,000.00	14%	0.00	10,000.00	0%
437.375 · Mower-Repair/Maintenance	0.00	0.00	0%	0.00	0.00	0%
438.220 · Aggregate {Asphalt/Stone/Etc}	26.19	20,000.00	0%	0.00	20,000.00	0%
438.310 · Highway/Shoulder - Maintenance	0.00	0.00	0%	0.00	22,000.00	0%
439.371 · Road Paving/Improvements	0.00	350,000.00	0%	0.00	226,262.00	0%
66900 · Reconciliation Discrepancies	0.00	0.00	0%	0.00	0.00	0%
Total Expense	31,905.08	468,250.00	7%	36,047.17	353,767.00	10%
Net Income/(Loss)	-31,905.08	0.00	0%	-35,956.10	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
PARK AND RECREATION FUND						
Revenue						
322.05 · Concert in the Park Sponsors	0.00	12,000.00	0%	0.00	12,000.00	0%
322.06 · Concert in the Park Vendors	0.00	430.00	0%	0.00	0.00	0%
341.01 · Interest on Checking	236.80	1,750.00	14%	519.77	4,250.00	12%
367.20 · Park & Rec - Fee in Lieu of	0.00	0.00	0%	0.00	0.00	0%
Use of Reserves	0.00	21,137.00	0%	0.00	63,750.00	0%
Transfer from General Fund	0.00	0.00	0%	0.00	0.00	0%
Donations	0.00	700.00	0%	0.00	0.00	0%
Memorial Park Bench	0.00	4,000.00	0%	0.00	0.00	0%
Pavillion Rental	0.00	750.00	0%	0.00	750.00	0%
Grants	0.00	40,000.00	0%	0.00	0.00	0%
Total Revenue	236.80	80,767.00	0%	519.77	80,750.00	1%
Expense						
Landscaping Shade Trees	0.00	1,500.00	0%	0.00	1,250.00	0%
Miscellaneous Expense	0.00	0.00	0%	23.98	0.00	0%
Pond Cleanup Project	0.00	0.00	0%	0.00	50,000.00	0%
Playground Equipment	0.00	26,267.00	0%	0.00	0.00	0%
ECA expenses from Donations	0.00	700.00	0%	0.00	0.00	0%
Park Public Bathroom	0.00	0.00	0%	0.00	0.00	0%
New Pavillion	0.00	0.00	0%	0.00	0.00	0%
Engineering Fees	0.00	0.00	0%	0.00	0.00	0%
454.24 · Bee/Butterfly Garden	0.00	0.00	0%	0.00	0.00	0%
454.25 · Tag's Memorial Garden	0.00	1,500.00	0%	0.00	1,000.00	0%
454.27 · Park & Rec Commission	0.00	0.00	0%	0.00	0.00	0%
Professional Services	0.00	0.00	0%	0.00	6,000.00	0%
454.461 - Lighting	0.00	0.00	0%	0.00	0.00	0%
454.493 · Park Events/Concert in the Park	0.00	12,000.00	0%	0.00	12,000.00	0%
454.49 · Park Events Other	30.15	8,000.00	0%	0.00	9,000.00	0%
Water Service (restroom)	0.00	0.00	0%	0.00	0.00	0%
Restroom Maintenance	0.00	1,500.00	0%	0.00	1,500.00	0%
492.000 · Surplus added to Reserves	0.00	33,800.00	0%	0.00	0.00	0%
Surveillance Cameras	0.00	0.00	0%	0.00	0.00	0%
Internet (cameras)	0.00	0.00	0%	0.00	0.00	0%
Transfer to Park & Rec Fund	0.00	0.00	0%	0.00	0.00	0%
Total Expense	30.15	85,267.00	0%	23.98	80,750.00	0%
Net Income/(Loss)	206.65	-4,500.00	-5%	495.79	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
January 31, 2026

	Actual Jan 2025	2025 Budget	% of Budget	Actual Jan 2026	2026 Budget	% of Budget
CAPITAL FUND						
Revenue						
Contributions		0.00	0%		0.00	0%
341.00 · Interest	3,274.48	20,000.00	16%	5,521.05	57,000.00	10%
354.00 · Commonwealth of PA Grant	0.00	0.00	0%	0.00	0.00	0%
387.00 · Contributions from Private Source		0.00	0%		0.00	0%
387.XX · DCED Reimb Grant - Mortonville Rd		891,000.00	0%		0.00	0%
387.XX · DCED Reimb Grant - Mortonville Rd Bridge			0%		300,000.00	0%
387.XX · DCED Reimb Grant - Sawmill Road Culvert			0%		250,000.00	0%
387.XX · DCED Reimb Grant - Fuel Pump		0.00	0%		56,328.00	0%
387.00 · Grant - Newlinville Traffic Calming		250,000.00	0%		250,000.00	0%
Sale of Fixed Assets		20,000.00	0%		0.00	0%
392.XX · Transfer in from Trash Fund		0.00	0%		0.00	0%
392.00 · Transfer in from General Fund	0.00	1,000,000.00	0%	0.00	0.00	0%
392.00 · Transfer to Municipal Building Project					1,000,000.00	0%
392.XX · Use of Reserves		482,941.00	0%		762,661.00	0%
Total Revenue	3,274.48	2,663,941.00	0%	5,521.05	2,675,989.00	0%
Expense						
Bank Fees	0.00	0.00	0%	0.00	0.00	0%
Document Digitization		5,000.00	0%		0.00	0%
Surveys and Studies	8,571.25	12,050.00	71%	0.00	12,000.00	0%
Township Website		25,000.00	0%		25,000.00	0%
Computers - revolving schedule		5,200.00	0%		4,000.00	0%
Computers - Server for Admin		12,000.00	0%			0%
Newlinville Village Master Plan			0%	1,880.25		0%
Newlinville Traffic Calming	0.00	200,000.00	0%	0.00		0%
Printing			0%			0%
Software and Services			0%			0%
Software and Services - PD Grant	0.00		0%	0.00		0%
Software and Services - Code Enforcement	12,300.00	30,000.00	41%	0.00		0%
Fuel Pump Replacement		0.00	0%	0.00		0%
410.74 · Police - Capital Purchase/Lease	0.00	174,275.00	0%	0.00	91,958.00	0%
430.74 · Capital Purchase - Mach/Equip	101,243.00		0%	0.00	207,000.00	0%
439.000 · Repairs & Maint. - Highways	21,093.75	1,245,113.00	2%	0.00	1,325,380.00	0%
454.00 · Capital Projects - Park			0%			0%
462.310 Subdivision/Land Development			0%			0%
471.00 · Capital Lease Principal Payment	0.00	10,159.00	0%	0.00	10,363.00	0%
472.00 · Loan interest	0.00	493.00	0%	0.00	288.00	0%
491.000 · Refund of Prior Year Expenditure			0%			0%
Transfer to Liquid Fuels	0.00	75,000.00	0%	0.00		0%
492.000 · Transfer to Parks & Rec Fund			0%			0%
Reserves - Municipal Building Project					1,000,000.00	0%
66900 · Reconciliation Discrepancies			0%			0%
Total Expense	143,208.00	1,794,290.00	8%	1,880.25	2,675,989.00	0%
Net Income/(Loss)	-139,933.52	869,651.00	-16%	3,640.80	0.00	0%

**East Fallowfield Township - General Fund
Payment Authorization Detail
January 28 through February 24, 2026**

	Type	Date	Num	Due Date	Aging	Open Balance
21st Century Media						
	Bill	02/06/2026	2791015	02/16/2026	3	199.36
Total 21st Century Media						199.36
A & Z 2025 Lincoln Corp						
	Bill	02/02/2026	364	03/04/2026		126.00
Total A & Z 2025 Lincoln Corp						126.00
Anderson Truck & Auto Repair Inc.						
	Bill	01/28/2026	119538	02/07/2026	11	300.40
	Bill	01/28/2026	119532	02/07/2026	11	312.82
	Bill	01/28/2026	119524	02/07/2026	11	430.18
Total Anderson Truck & Auto Repair Inc.						1,043.40
ASAP Hydraulics, Inc.						
	Bill	01/14/2026	4030940	01/24/2026	25	14.55
	Bill	02/02/2026	4034637	02/12/2026	6	64.73
	Bill	02/02/2026	4033678	02/12/2026	6	36.15
	Bill	02/12/2026	4036969	02/22/2026		78.68
Total ASAP Hydraulics, Inc.						194.11
Bigfoot Automotive LLC						
	Bill	01/16/2026	12765	01/26/2026	23	1,180.84
	Bill	01/23/2026	12819	02/02/2026	16	71.00
Total Bigfoot Automotive LLC						1,251.84
Brandywine Red Clay Alliance						
	Bill	02/13/2026	Inv CWMP 2026	02/23/2026		950.00
Total Brandywine Red Clay Alliance						950.00
Brandywine Valley SPCA						
	Bill	01/31/2026	Jan26-08	02/10/2026	8	351.50
Total Brandywine Valley SPCA						351.50
Brian Hoskins Ford, Inc.						
	Bill	02/02/2026	173643	02/12/2026	6	202.45
	Bill	02/13/2026	173728	02/23/2026		130.76
Total Brian Hoskins Ford, Inc.						333.21
David Heiser's Inc.						
	Bill	01/19/2026	30746	01/29/2026	20	90.00
Total David Heiser's Inc.						90.00
Fulton Bank CommUNITY Card						
	Bill	02/06/2026	1/9/26-2/6/26	02/16/2026	2	1,102.11
Total Fulton Bank CommUNITY Card						1,102.11
G.T. Mobile Hydraulics LLC						
	Bill	01/21/2026	22220	01/31/2026	18	285.05
Total G.T. Mobile Hydraulics LLC						285.05
General Code						
	Bill	01/22/2026	GC00133177	02/01/2026	17	1,045.00
Total General Code						1,045.00
H. A. Thomson Co						
	Bill	02/10/2026	380985	02/20/2026		350.00
Total H. A. Thomson Co						350.00
H. A. Weigand, Inc.						
	Bill	02/03/2026	127016	03/05/2026		292.83
Total H. A. Weigand, Inc.						292.83
H.A. Berkheimer, Inc.						
	Bill	01/31/2026	26010013	02/10/2026	8	2.74
Total H.A. Berkheimer, Inc.						2.74
Hatt's Industrial Supplies, Inc.						
	Bill	01/14/2026	3160841	01/24/2026	25	138.92
	Bill	01/21/2026	3162467	01/31/2026	18	11.99
	Bill	02/04/2026	3166145	02/14/2026	4	26.99
	Bill	02/05/2026	3166281	02/15/2026	3	111.96
	Bill	02/17/2026	3168327	02/27/2026		8.99
Total Hatt's Industrial Supplies, Inc.						298.85
IACP/International Assoc Chiefs of Police						
	Bill	12/22/2025	0449039	01/01/2026	48	220.00
Total IACP/International Assoc Chiefs of Police						220.00
L-Tron Corporation						
	Bill	01/21/2026	690178	01/31/2026	18	441.00
Total L-Tron Corporation						441.00
Lawson Products, Inc.						
	Credit	12/29/2025	9600165822			-310.21
	Bill	12/04/2025	9313039557	12/14/2025	66	310.21
	Bill	01/16/2026	9313139475	01/26/2026	23	161.09
Total Lawson Products, Inc.						161.09
NAPA Auto Parts (Coatesville)						
	Bill	02/12/2026	142562	02/22/2026		10.74
Total NAPA Auto Parts (Coatesville)						10.74
Pennoni Associates Inc						
	Bill	01/28/2026	1310305	02/07/2026	11	363.50
	Bill	01/28/2026	1310306	02/07/2026	11	366.75
	Bill	01/28/2026	1310308	02/07/2026	11	81.50

East Fallowfield Township - General Fund
Payment Authorization Detail
January 28 through February 24, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
	Bill	01/28/2026	1310309	02/07/2026	11	163.00
	Bill	01/28/2026	1310310	02/07/2026	11	273.88
Total Pennoni Associates Inc						1,248.63
Pennsylvania One Call System, Inc.						
	Bill	01/31/2026	1136110	02/10/2026	8	31.60
Total Pennsylvania One Call System, Inc.						31.60
Petroleum Traders Corporation						
	Bill	02/17/2026	2163256	02/27/2026		726.42
Total Petroleum Traders Corporation						726.42
PSATS						
	Bill	12/08/2025	INV-186005-M1D8	12/18/2025	63	2,075.00
Total PSATS						2,075.00
SealMaster						
	Bill	02/11/2026	INV2109701	02/21/2026		1,104.05
Total SealMaster						1,104.05
Siana Law, LLP						
	Bill	02/06/2026	103722	02/16/2026	2	6,413.94
	Bill	02/06/2026	103723	02/16/2026	2	282.00
	Bill	02/06/2026	103724	02/16/2026	2	1,667.62
	Bill	02/06/2026	103725	02/16/2026	2	70.50
	Bill	02/06/2026	103726	02/16/2026	2	1,269.00
	Bill	02/06/2026	103728	02/16/2026	2	681.50
Total Siana Law, LLP						10,384.56
Smoker Door Sales						
	Bill	02/09/2026	058690	02/19/2026		205.60
Total Smoker Door Sales						205.60
Teamsters Health & Welfare Fund						
	Bill	02/13/2026	Audit - July 2024Adj	02/23/2026		277.38
Total Teamsters Health & Welfare Fund						277.38
V. E. Ralph & Son, Inc.						
	Bill	01/28/2026	493165	02/07/2026	11	248.40
Total V. E. Ralph & Son, Inc.						248.40
Verderosa, Denise						
	Bill	02/12/2026	2/12/26-USPS	02/22/2026		10.77
Total Verderosa, Denise						10.77
Verizon (Park Internet) 756-631-796						
	Bill	02/13/2026	756-631-796-2/13/26	02/23/2026		114.90
Total Verizon (Park Internet) 756-631-796						114.90
Verizon (Township Internet) 852-092-828						
	Bill	02/15/2026	852-092-828-2/15/26	02/25/2026		165.20
Total Verizon (Township Internet) 852-092-828						165.20
Verizon Wireless (Office-Police)						
	Bill	02/10/2026	6135709319	02/20/2026		140.32
Total Verizon Wireless (Office-Police)						140.32
Witmer Public Safety Group						
	Bill	01/21/2026	INV822862	02/20/2026		91.50
Total Witmer Public Safety Group						91.50
TOTAL						25,573.16

East Fallowfield Township - Fire.EMS Fund
Payment Authorization Detail
January 28 through February 24, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Modena Fire Company						
	Bill	02/12/2026	Q1-2026 EMS Su	02/22/2026		16,600.00
	Bill	02/12/2026	Q1-2026-Fire Sup	02/22/2026		37,500.00
	Bill	02/12/2026	Q1-2026-Fire Mar	02/22/2026		172.21
Total Modena Fire Company						54,272.21
Westwood Fire Company						
	Bill	02/12/2026	Q1-2026-EMS Su	02/22/2026		28,927.00
	Bill	02/12/2026	Q1-2026-Fire Sup	02/22/2026		37,500.00
	Bill	02/12/2026	Q1-2026-Fire Mar	02/22/2026		172.21
Total Westwood Fire Company						66,599.21
TOTAL						120,871.42

East Fallowfield Township - Trash Fund
Payment Authorization Detail
January 28 through February 24, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Central Chester County Recycling Authority						
	Bill	02/04/2026	2026 Dues	02/14/2026	14	2,000.00
Total Central Chester County Recycling Authority						2,000.00
Chester County Solid Waste Authority						
	Bill	01/31/2026	77536	02/10/2026	18	6,849.04
	Bill	02/07/2026	77608	02/17/2026	11	3,312.72
	Bill	02/15/2026	77677	02/25/2026	3	4,246.74
Total Chester County Solid Waste Authority						14,408.50
TOTAL						16,408.50

East Fallowfield Township - Liquid Fuels Fund
Payment Authorization Detail
January 28 through February 24, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Chemical Equipment Labs of DE, Inc.						
	Bill	02/02/2026	7135162	03/04/2026		1,438.35
	Bill	02/02/2026	7135168	03/04/2026		1,604.88
	Bill	02/02/2026	7138788	03/04/2026		1,866.91
	Bill	02/03/2026	7138792	03/05/2026		1,789.80
Total Chemical Equipment Labs of DE, Inc.						6,699.94
PA Municipal, Inc.						
	Bill	01/23/2026	6236099	02/22/2026		339.94
Total PA Municipal, Inc.						339.94
Petroleum Traders Corporation						
	Bill	02/03/2026	2158877	02/13/2026	5	609.95
Total Petroleum Traders Corporation						609.95
Tim Brown's Automotive						
	Bill	01/22/2026	40524	02/01/2026	17	283.00
Total Tim Brown's Automotive						283.00
TOTAL						7,932.83

East Fallowfield Township - Capital Fund
Payment Authorization Detail
January 28 through February 24, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Chapman Ford of Horsham						
	Bill	02/19/2026	2026 Explorer	03/01/2026		45,162.00
Total Chapman Ford of Horsham						45,162.00
Pennoni Associates, Inc						
	Bill	01/28/2026	1310311	02/07/2026	12	1,178.63
Total Pennoni Associates, Inc						1,178.63
TOTAL						46,340.63

East Fallowfield Township - Escrow Fund
Payment Authorization Detail
January 28 through February 24, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Pennoni Associates, Inc						
	Bill	01/28/2026	1310307	02/12/2026	6	10,508.13
Total Pennoni Associates, Inc						10,508.13
TOTAL						10,508.13

East Fallowfield Township - Interim Payments
PAYMENT AUTHORIZATION DETAIL
January 28 through February 24, 2026

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	39	02/12/2026	Pennsylvania American Water { Hydrants}		100.80 · Meridian Fire/EMS Account	2,966.11
Bill Pmt -Check	ONL0079	01/30/2026	Fulton Bank CommUNITY Card		100.01 · Meridian Bank - GF - Checking	1,701.07
Check	ONL0080	02/20/2026	Great American Financial Services{Office}		100.01 · Meridian Bank - GF - Checking	214.00
Bill Pmt -Check	929	02/13/2026	21st Century Media		100.01 · Meridian Bank - GF - Checking	266.11
Bill Pmt -Check	930	02/13/2026	A & Z 2025 Lincoln Corp		100.01 · Meridian Bank - GF - Checking	98.00
Bill Pmt -Check	931	02/13/2026	Aflac		100.01 · Meridian Bank - GF - Checking	232.62
Bill Pmt -Check	932	02/13/2026	American United Life Insurance Company		100.01 · Meridian Bank - GF - Checking	1,084.98
Bill Pmt -Check	933	02/13/2026	Cleaning for Cures, LLC		100.01 · Meridian Bank - GF - Checking	300.00
Bill Pmt -Check	934	02/13/2026	CompNet, Inc.		100.01 · Meridian Bank - GF - Checking	1,152.00
Bill Pmt -Check	935	02/13/2026	Kauffman Gas		100.01 · Meridian Bank - GF - Checking	497.76
Bill Pmt -Check	936	02/13/2026	NAPA Auto Parts {Coatesville}		100.01 · Meridian Bank - GF - Checking	636.78
Bill Pmt -Check	937	02/13/2026	Paymerang, LLC.		100.01 · Meridian Bank - GF - Checking	100.00
Bill Pmt -Check	938	02/13/2026	PECO {12000} Twp Bldg		100.01 · Meridian Bank - GF - Checking	2,067.40
Bill Pmt -Check	939	02/13/2026	PECO {73000} Police Bldg		100.01 · Meridian Bank - GF - Checking	189.64
Bill Pmt -Check	940	02/13/2026	PECO {99000} Park		100.01 · Meridian Bank - GF - Checking	192.13
Bill Pmt -Check	941	02/13/2026	Pennsylvania American Water		100.01 · Meridian Bank - GF - Checking	241.93
Bill Pmt -Check	942	02/13/2026	Pennsylvania Municipal Health Insur. Coop		100.01 · Meridian Bank - GF - Checking	34,032.03
Bill Pmt -Check	943	02/13/2026	Petroleum Traders Corporation		100.01 · Meridian Bank - GF - Checking	2,143.39
Bill Pmt -Check	944	02/13/2026	Primo Brands - Office		100.01 · Meridian Bank - GF - Checking	107.91
Bill Pmt -Check	945	02/13/2026	Semperon Corporation		100.01 · Meridian Bank - GF - Checking	555.20
Bill Pmt -Check	946	02/13/2026	Teamsters Health & Welfare Fund		100.01 · Meridian Bank - GF - Checking	7,210.04
Bill Pmt -Check	947	02/13/2026	Tractor Supply Co. (0740)		100.01 · Meridian Bank - GF - Checking	77.90
Bill Pmt -Check	948	02/13/2026	Verizon {Township Internet} 753-895-532		100.01 · Meridian Bank - GF - Checking	99.00
Bill Pmt -Check	949	02/13/2026	Viking Termite & Pest Control, LLC.		100.01 · Meridian Bank - GF - Checking	80.00
Bill Pmt -Check	950	02/19/2026	AmTrust North America		100.01 · Meridian Bank - GF - Checking	34,681.00
Bill Pmt -Check	951	02/19/2026	PIRMA		100.01 · Meridian Bank - GF - Checking	44,048.00
Bill Pmt -Check	66	02/13/2026	A.J. BLOSENSKI INC		Meridian - Trash Account	74,669.12
Bill Pmt -Check	67	02/13/2026	Chester County Solid Waste Authority		Meridian - Trash Account	3,972.94
Bill Pmt -Check	161	02/13/2026	Chemical Equipment Labs of DE, Inc.		100.20 · Meridian Bank - 419	10,742.22
Bill Pmt -Check	162	02/13/2026	PECO {00401} NEW25000		100.20 · Meridian Bank - 419	10.00
Bill Pmt -Check	163	02/13/2026	PECO {01003} NEW01111		100.20 · Meridian Bank - 419	57.47
Bill Pmt -Check	164	02/13/2026	PECO {21007} NEW75000		100.20 · Meridian Bank - 419	65.46
Bill Pmt -Check	165	02/13/2026	Petroleum Traders Corporation		100.20 · Meridian Bank - 419	2,257.63
Total Interim Bills Paid						226,749.84

East Fallowfield Township
Total of All Bills Paid January 28 through February 24, 2026

TOTAL ALL BILLS \$ 454,384.51

January 22, 2026

EAST FALLOWFIELD TOWNSHIP

Attn: Scott Swichar; Susan Sereditch; Scott Swichar
(Via Electronic Delivery)

RE: Certification of Workplace Safety Committee FEIN(s):
236000309

Dear Scott Swichar:

Your application for the Certification of your Workplace Safety Committee has been approved.

- If you are an insured employer and intend to seek a 5 percent reduction in your premium, you must provide a copy of this letter to your insurance carrier.
- If you are part of a group fund and want to confirm certification of your safety committee, you must provide a copy of this letter to your fund administrator.
- If you are a self-insured employer, your safety committee will be recognized in your next fiscal year.

For assistance, please contact the Certification & Education Section at (717) 772-1635 or by email at RA-LI-BWC-SAFETY@pa.gov.

Thank you for making Pennsylvania a safer place to work.

Sincerely,



Twyla Jones, Manager

Certification & Education Section

COMMONWEALTH OF PENNSYLVANIA
Department of Labor & Industry - Bureau of Workers' Compensation

SAFETY COMMITTEE CERTIFICATION

This certificate is hereby awarded to

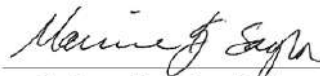
EAST FALLOWFIELD TOWNSHIP

NAME OF COMPANY

for meeting the requirements set forth under the Pennsylvania Workers' Compensation Act, Article X, for establishing and maintaining an effective workplace safety committee.

01/22/2026

DATE CERTIFIED



Marianne H. Saylor, Esquire
Director



Twyla Jones, Manager
Certification & Education

- THIS CERTIFICATE IS NOT TRANSFERABLE -

22 December 2025

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

RE: Act 537 Recommendations

Dear Mr. Scott Swichar,

On behalf of the East Fallowfield Township Planning Commission, I am writing to provide the Planning Commission's recommendations regarding the Township's Act 537 Plan.

After review and discussion, the Planning Commission recommends implementation of the plan as a single phase, utilizing the Terra Tracker solution as suggested by Dave Porter. This approach would significantly reduce the administrative burden on the Township while maintaining effective oversight and compliance.

The Planning Commission recommends that the Township pay for the Terra Tracker system.

In addition, the Planning Commission recommends a proactive community outreach effort to clearly explain the rationale for this approach. If possible, the inclusion of a dedicated FAQ page on the East Fallowfield Township website would be a helpful resource for residents.

The Planning Commission's discussion of the Act 537 Plan centered on two primary considerations: respecting homeowners' rights and privacy, and ensuring compliance with environmental and public health requirements.

The Planning Commission recognizes that implementation of this ordinance may require some homeowners to incur significant costs, and in certain cases may affect property transactions. While acknowledging these potential impacts, the Planning Commission believes that the measures outlined in this ordinance are necessary to protect public health, environmental quality, and the overall welfare of the community.

We went through the base ordinance template and are making the following suggestions:

Section I

Paragraph A:

The Planning Commission notes a typographical error in the first sentence, which currently reads, "This ordinance shall be know **any** may be cited...". We recommend correcting this language for clarity and accuracy.

Section II

Paragraph L:

The Planning Commission recommends revising the definition of the Sewage Enforcement Officer (SEO) to be more general in nature and to remove language specifying employment by the Township.

Suggested revision:

“SEO shall mean an individual delegated by the Pennsylvania Department of Environmental Protection (DEP).”

General Comment:

The Planning Commission notes that the addition of a new **Paragraph B** will require the re-lettering of all subsequent paragraphs within this section.

New Paragraph B:

“No sewage system shall unreasonably interfere with a neighbor's property use and enjoyment due to various factors, including odors. Additionally, § 10-101 prohibits allowing any "foul, offensive, noisome, nauseous or noxious odor, effluvia or stench" that is particularly repulsive and endangers the welfare, health, or safety of any person on a premises. Property owners are required to abate nuisance conditions upon notification from the Township. The Township also prohibits non-stormwater discharge, such as sewage, into storm sewers or state waters.”

New Paragraph C:

The Planning Commission recommends the addition of the following language:

*No system or structure designed to provide individual or community sewage disposal shall be covered from view until approval to cover the same has been given by a sewage enforcement officer **or similar delegated authority**. If 72 hours have elapsed, except for Sundays and Holidays, since the sewage enforcement office issuing the permit received notification of completion of construction, the applicant may cover said system or structure unless permission has been specifically refused by the sewage enforcement officer.*

New Paragraph G:

The Planning Commission notes that the current language limits permit issuance to a Sewage Enforcement Officer employed by the Township. The Commission recommends revising this language to allow permits to be issued by an SEO *“delegated by the Chester County Health Department”*.

Section V:

The Planning Commission recommends removing **Paragraphs A, C, D, and E** in their entirety.

In addition, the Planning Commission recommends reordering the remaining paragraphs for improved clarity and logical flow. The proposed order is outlined below, with suggested additions noted in red for ease of review.

- A. An authorized agent shall inspect systems known to be, or alleged to be, malfunctioning. Should said inspections reveal that the system is indeed malfunctioning, the authorized agent shall order action to be taken to correct the malfunction. If total correction cannot be done in accordance with the regulations of DEP including, but not limited to, those outlined in Chapter 73 of Title 25 of Pennsylvania Code or, is not technically or financially feasible in the opinion of the authorized agent and a representative of DEP; then action by the property owner to mitigate the malfunction shall be required **within 30 days**.
- B. If there arises a geographic area where numerous on-lot sewage disposal systems are malfunctioning, a resolution of these area wide problems may necessitate detailed planning and a revision to the portion of the Sewage Facilities Plan pertaining to areas affected by such malfunctions. If a DEP authorized Official Sewage Facilities Plan Revision has been undertaken, repair or replacement of individual malfunctioning sewage disposal systems within the area affected by the revision may be delayed, pending the outcome of the plan revision process. However, immediate corrective action will be compelled whenever a malfunction, as determined by Township officials and/or DEP, represents a serious public health or environmental threat.
- C. Such inspection may include a physical tour of the property, the taking of samples from surface water, wells, other groundwater sources, the sampling of the contents of the sewage disposal system itself and/or the introduction of a traceable substance into the interior plumbing of the structure served to ascertain the path and ultimate destination of wastewater generated in the structure.

Additionally, the Planning Commission recommends adding language requiring that homeowners receive a minimum of forty-eight (48) business hours' notice prior to any scheduled inspection, except in cases of emergency or where a homeowner is non-responsive.

Section VII

Paragraph A:

The Planning Commission recommends removing the requirement that existing systems be pumped within six (6) months of the effective date of the ordinance, provided the homeowner can demonstrate proof that the system has been pumped within the previous thirty (30) months. With this modification, the remainder of the paragraph may remain unchanged.

This adjustment would help alleviate concerns from residents who have recently had their systems serviced and would not otherwise be due for pumping.

Paragraph C:

The Planning Commission recommends adding language to require that written proof of pumping and inspection be submitted through a digital platform. While the Commission supports the Township covering the minimal cost associated with the Terra Tracker system, we do not recommend including cost-related language within the ordinance at this time.

Paragraph D:

The Planning Commission notes a typographical error in the first sentence, which currently reads, “Any person owning **or** building served by...”

Section XI

Paragraph D:

The Planning Commission recommends a general cleanup of the language in this paragraph to ensure consistency in terminology. Specifically, references to “*the [township board/borough council]*” should be revised to reflect “The East Fallowfield Township Board of Supervisors”.

Section XII

All Paragraphs:

The same general cleanup of language is recommended.

Paragraph B:

There are duplicate phrases that need to be deleted

“The appellant shall be entitled to a hearing before the [borough council/board of supervisors] at its next regularly scheduled meeting, if a written appeal is received at least 14 days prior to that meeting. ~~If the appeal is received within 14 days of the next regularly scheduled meeting. If the appeal is received within 14 days of the next regularly scheduled meeting, the appeal shall be heard at the next regularly scheduled meeting.~~ The municipality shall thereafter affirm, modify, or reverse the aforesaid decision. The hearing may be postponed for a good cause shown by the

appellant or the Township. Additional evidence may be introduced at the hearing provided that it is submitted with the written notice of appeal.”

Section Order Recommendation:

Finally, with respect to **Section V (Inspections)** and **Section VII (Maintenance)**, the Planning Commission recommends reordering these sections so that maintenance precedes inspections.

The Planning Commission’s discussion on the Act 537 plan revolved around 2 main issues. Respecting the homeowners’ rights and privacy, and compliance with environmental concerns. We recognize that this ordinance will require some homeowners to make costly repairs or possibly have impacts on their ability to sell their property. While this ordinance will have a negative impact on some, we believe that this is important for the safety and health of the entire community.

Please let me know if you need any additional information from the Planning Commission.

Sincerely,

A handwritten signature in cursive script that reads "Raymond D. Smith".

Ray Smith
East Fallowfield Planning Commission Chair

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**ORDINANCE NO. ____ OF 2024
ON-LOT SEWAGE MANAGEMENT PROGRAM ORDINANCE**

AN ORDINANCE ESTABLISHING A SEWAGE MANAGEMENT PROGRAM FOR INDIVIDUAL AND COMMUNITY ON-LOT SEWAGE DISPOSAL SYSTEMS WITHIN EAST FALLOWFIELD TOWNSHIP, CHESTER COUNTY, PA

Section I. Short Title: Introduction; Purpose

- A. This ordinance shall be known any may be cited as **“An On-Lot Sewage Management Program Ordinance for East Fallowfield Township.”**
- B. In accordance with municipal codes, the Clean Streams Law (Act of June 27, 1937, P.L. 1987, No. 394 as amended, 35 P.S. §§691.1 to 691.1001), and the Pennsylvania Sewage Facilities Act (Act of January 24, 1966, P.L. 1535 as amended, 35 P.S. §750.1 *et seq.* known as Act 537), it is the power and the duty of Township to provide for adequate sewage treatment facilities and for the protection of the public health by preventing the discharge of untreated or inadequately treated sewage. The Act 537 Official Sewage Facilities Plan Update for East Fallowfield Township indicates that it is necessary to formulate and implement a sewage management program to effectively prevent and abate water pollution and hazards to the public health caused by improper treatment and disposal of sewage.
- C. The purpose of this ordinance is to provide for the regulation, inspection, maintenance and rehabilitation of on-lot sewage disposal systems; to educate owners and operators of individual and community on-lot sewage disposal systems within the Township with regard to proper means and frequency of operation and maintenance of such facilities; to further permit intervention in situations which may constitute a public nuisance or hazard to the public health; and to establish penalties and appeal procedures necessary for the proper administration of a sewage management program.

Section II. Definitions

- A. **“Authorized Agent”** shall mean a sewage enforcement officer, employee of the Township, professional engineer, plumbing inspector, or any other qualified or licensed person with demonstrated knowledge and experience regarding Individual and Community On-Lot Sewer System design, operation, and maintenance who is authorized to function within specified limits as an agent of East Fallowfield Township to administer or enforce the provisions of this ordinance.

- B. "Board" shall mean the Board of Supervisors, of East Fallowfield Township, Chester County, Pennsylvania.
- C. "Community Sewage System" shall mean any system, whether publicly or privately owned, for the collection of sewage from two or more lots, and the treatment and/or disposal of the sewage on one or more lots or at any other site.
- D. "Department" shall mean the Department of Environmental Protection of the Commonwealth of Pennsylvania (DEP).
- E. "Individual Sewage System" shall mean a system of piping, tanks or other facilities serving a single lot and collecting and disposing of sewage in whole or in part into the soil or into any waters of this Commonwealth.
- F. "Malfunction" shall mean a condition which occurs when an on-lot sewage disposal system discharges sewage onto the surface of the ground, into ground waters of this Commonwealth, into surface waters of this Commonwealth, backs up into a building connected to the system or in any manner causes a nuisance or hazard to the public health or pollution of ground or surface water or contamination of public or private drinking water wells. Systems shall be considered to be malfunctioning if any condition noted above occurs for any length of time during any period of the year.
- G. "Official Sewage Facilities Plan" shall mean a comprehensive plan for the provision of adequate sewage disposal systems, adopted by the Township Board of Supervisors, and approved by the Pennsylvania Department of Environmental Protection, pursuant to the Pennsylvania Sewage Facilities Act.
- H. "On-lot Sewage Disposal System" shall mean any system for disposal of domestic sewage involving pretreatment and subsequent disposal of the clarified sewage into a subsurface soil absorption area or retaining tank; this term includes both individual sewage systems and community sewage systems.
- I. "Person" shall mean any individual, association, public or private corporation for profit or not for profit, partnership, firm, trust, estate, department, board, bureau of agency of the Commonwealth, political subdivision, municipality, district, authority, or any other legal entity whatsoever which is recognized by law as the subject of rights and duties. Whenever used in any clause prescribing and imposing a penalty or imposing a fine or imprisonment, the term person shall include the members of an association, partnership or firm and the officers of any local agency or municipal, public or private corporation for profit or not for profit.
- J. "Rehabilitation" shall mean work done to modify, alter, repair, enlarge or replace an existing on-lot sewage disposal system.

- K. "Sewage" shall mean any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals and any noxious or deleterious substances being harmful or inimical to the public health, or to animal or aquatic life, or to the use of water for domestic water supply or for recreation or which constitutes pollution under the Act of June 22, 1937 (P.L. 1987, No. 394), known as "The Clean Streams Law," as amended.
- L. "Sewage Enforcement Office (SEO)" shall mean a person certified by DEP who is employed by the Township. Such person is authorized to conduct investigations and inspections, review permit applications, issue or deny permits and do all other activities as may be provided for such person in the Sewage Facilities Act, the rules and regulations promulgated thereunder and this or any other ordinance adopted by the Township.
- M. "Sewage Management District" shall mean any area or areas of the Township designated in the Official Sewage Facilities Plan adopted by the Township Board of Supervisors as an area for which a Sewage Management program is to be implemented.
- N. "Sewage Management Program" shall mean a comprehensive set of legal and administrative requirements encompassing the requirements of this ordinance, the Sewage Facilities Act, the Clean Streams Law, the regulations promulgated thereunder, and such other requirements adopted by the Township to effectively enforce and administer this ordinance.
- O. "Subdivision" shall mean the division or redivision of a lot, tract, or other parcel of land into two or more lots, tracts, parcels, or other divisions of land, including changes in existing lot lines. The enumerating of lots shall include as a lot that portion of the original tract or tracts remaining after other lots have been subdivided therefrom.
- P. "Township" shall mean the township of East Fallowfield, Chester County, Pennsylvania.
- Q. For the purposes of this ordinance, any term which is not defined herein shall have that meaning attributed to it under the Sewage Facilities Act and Regulations promulgated thereto.

Section III. Applicability

- A. From the effective date of this ordinance, its provisions shall apply in any portion of the Township identified in the Official Sewage Facilities Plan as a sewage management district. Within such as area or areas, the provisions of this ordinance shall apply to all persons owning any property serviced by an on-lot sewage disposal system and to all persons installing or rehabilitating on-lot sewage disposal systems.

Section IV. Permit Requirements

- A. No person shall install, construct or request bid proposals for construction, or alter an individual sewage system or community sewage system or construct or request bid proposals for construction or install or occupy any building or structure for which an individual sewage system or community sewage system is to be installed without first obtaining a permit from the sewage enforcement officer which permit shall indicate that the site and the plans and specifications of such system are in compliance with the provisions of the Clean Streams Law (35 P.S. §§691.1-691.1001) and the Pennsylvania Sewage Facilities Act (35 P.S. 750.1 *et seq.*) and the regulations adopted pursuant to those Acts.
- B. No system or structure designed to provide individual or community sewage disposal shall be covered from view until approval to cover the same has been given by a sewage enforcement officer. If 72 hours have elapsed, excepting Sundays and Holidays, since the sewage enforcement office issuing the permit received notification of completion of construction, the applicant may cover said system or structure unless permission has been specifically refused by the sewage enforcement officer.
- C. Applicants for sewage permits may be required to notify the sewage enforcement officer of the schedule for construction of the permitted on-lot sewage disposal system so that inspection(s) in addition to the final inspection required by the Sewage Facilities Act may be scheduled and performed by a sewage enforcement officer.
- D. No building or occupancy permit shall be issued for a new building which will contain sewage generating facilities until a valid sewage permit has been obtained from a sewage enforcement officer.
- E. No building or occupancy permit shall be issued and no work shall begin on any alteration or conversion of any existing structure, if said alteration or conversion will result in the increase or potential increase in sewage flows from the structure, until either the structure's owner receives a permit for alteration or replacement of the existing sewage disposal system or until the structure's owner and the appropriate officials of the Township receive written notification from a sewage enforcement officer that such a permit will not be required. The sewage enforcement officer shall determine whether the proposed alteration or conversion of the structure will result in increased sewage flows.
- F. Sewage permits may be issued only by a sewage enforcement officer employed by the Chester County Health Department.

Section V. Inspections

- A. Any on-lot sewage disposal system may be inspected by an authorized agent at any reasonable time as of the effective date of this ordinance.
- B. Such inspection may include a physical tour of the property, the taking of samples from surface water, wells, other groundwater sources, the sampling of the contents of the sewage disposal system itself and/or the introduction of a traceable substance into the interior plumbing of the structure served to ascertain the path and ultimate destination of wastewater generated in the structure.
- C. An authorized agent shall have the right to enter upon land for the purposes of inspections described in this section.
- D. An initial inspection shall be conducted by an authorized agent within one year of the effective date of this ordinance for the purpose of determining the type and functional status of each sewage disposal system in the sewage management district. A written report shall be furnished to the owner of each property inspected and a copy of said report shall be maintained in the Township records.
- E. A schedule of routine inspections may be established to assure the proper functioning of the sewage systems in the sewage management district.
- F. An authorized agent shall inspect systems known to be, or alleged to be, malfunctioning. Should said inspections reveal that the system is indeed malfunctioning, the authorized agent shall order action to be taken to correct the malfunction. If total correction cannot be done in accordance with the regulations of DEP including, but not limited to, those outlined in Chapter 73 of Title 25 of Pennsylvania Code or, is not technically or financially feasible in the opinion of the authorized agent and a representative of DEP; then action by the property owner to mitigate the malfunction shall be required.
- G. If there arises a geographic area where numerous on-lot sewage disposal systems are malfunctioning, a resolution of these area wide problems may necessitate detailed planning and a revision to the portion of the Sewage Facilities Plan pertaining to areas affected by such malfunctions. If a DEP authorized Official Sewage Facilities Plan Revision has been undertaken, repair or replacement of individual malfunctioning sewage disposal systems within the area affected by the revision may be delayed, pending the outcome of the plan revision process. However, immediate corrective action will be compelled whenever a malfunction, as determined by Township officials and/or DEP, represents a serious public health or environmental threat.

Section VI. Operation

- A. Only normal domestic wastes shall be discharged into any on-lot sewage disposal system. The following shall not be discharged into the system.
 - 1. Industrial waste.
 - 2. Automobile oil and other non-domestic oil.
 - 3. Toxic or hazardous substances or chemicals, including but not limited to, pesticides, disinfectants (excluding household cleaners), acids, paints, paint thinners, herbicides, gasoline, and other solvents.
 - 4. Clean surface or groundwater, including water from roof or cellar drains, springs, basement sump pumps and french drains.

Section VII. Maintenance

- A. Each person owning a building served by an on-lot sewage disposal system which contains a septic tank shall have the septic tank pumped by a qualified pumper/hauler within six months of the effective date of this ordinance. Thereafter that person shall have the tank pumped at least once every three years or whenever an inspection reveals that the septic tank is filled with solids or with scum in excess of 1/3 of the liquid depth of the tank. Receipts from the pumper/hauler shall be submitted to the Township within the prescribed six month and three-year pumping periods.
- B. The required pumping frequency may be increased at the discretion of an authorized agent if the septic tank is undersized, if solids buildup in the tank is above average, if the hydraulic load on the system increases significantly above average, if a garbage grinder is used in the building, if the system malfunctions or for other good cause shown. If any person can prove that such person's septic tank had been pumped within three years of the six-month anniversary of the effective date of this ordinance, then that person's initial required pumping may be delayed to conform to the general three-year frequency requirement except where an inspection reveals a need for more frequent pumping frequencies.
- C. Any person owning a property served by a septic tank shall submit, with each required pumping receipt, a written statement, from the pumper/hauler or from any other qualified individual acceptable to the Township, that the baffles in the septic tank have been inspected and found to be in good working order. Any person whose septic tank baffles are determined to require repair or replacement shall first contact a sewage enforcement officer for approval of the necessary repair.

- D. Any person owning or building served by an on-lot sewage disposal system which contains an aerobic treatment tank shall follow the operation and maintenance recommendations of the equipment manufacturer. A copy of the manufacturer's recommendations and a copy of the service agreement shall be submitted to the Township within six months of the effective date of this ordinance. Thereafter, service receipts shall be submitted to the Township at the intervals specified by the manufacturer's recommendations. In no case may the service or pumping intervals for aerobic treatment tanks exceed those required for septic tanks.
- E. Additional maintenance activity may be required as needed including, but not necessarily limited to, cleaning and unclogging of piping, servicing and the repair of mechanical equipment, leveling of distribution boxes, tanks and lines, removal of obstructing roots or trees, the diversion of surface water away from the disposal area, etc.

Section VIII. System Rehabilitation

- A. No person shall operate or maintain an on-lot sewage disposal system in such a manner that it malfunctions. All liquid wastes, including kitchen and laundry wastes and water softener backwash, shall be discharged to a treatment tank. No sewage system shall discharge untreated or partially treated sewage to the surface of the ground or into the waters of the Commonwealth unless a permit for such discharge has been obtained from DEP.
- B. A written notice of violation shall be issued to any person who is the owner of any property which is found to be served by a malfunctioning on-lot sewage disposal system or which is discharging sewage without a permit.
- C. Within seven (7) days of notification by the Township that a malfunction has been identified, the property owner shall make application to the sewage enforcement officer for a permit to repair or replace the malfunctioning system. Within 30 days of initial notification by the Township, construction of the permitted repair or replacement shall commence. Within 60 days of the original notification by the Township, the construction shall be completed unless seasonal or unique conditions mandate a longer period, in which case the Township shall set an extended completion date.
- D. A sewage enforcement officer shall have the authority to require the repair of any malfunction by the following methods: cleaning, repair or replacement of components of the existing system, adding capacity or otherwise altering or replacing the system's treatment tank, expanding the existing disposal areas, replacing the existing disposal area, replacing a gravity distribution system with a pressurized system, replacing the system with a holding tank, or any other alternative appropriate for the specific site.

- E. In lieu of, or in combination with, the remedies described in Subsection D above, a sewage enforcement officer may require the installation of water conservation equipment and the institution of water conservation practices in structures served. Water using devices and appliances in the structure may be required to be retrofitted with water saving appurtenances or they may be required to be replaced by water conserving devices.
- F. In the event that the rehabilitation measures in Subsections A through E are not feasible or effective, the owner may be required to apply for a permit to install an individual spray irrigation treatment system or to DEP for a single residence treatment and discharge system. Upon receipt of said permit the owner shall complete construction of the system within 30 days.
- G. Should none of the remedies described in this Section be totally effective in eliminating the malfunction of an existing on-lot sewage disposal system, the property owner is not absolved of responsibility for that malfunction. The Township may require whatever action is necessary to lessen or mitigate the malfunction to the extent necessary.

Section IX. Liens

The Township, upon written notice from a sewage enforcement officer that an imminent health hazard exists due to failure of property owner to maintain, repair, or replace an on-lot sewage disposal system as provided under the terms of this ordinance, shall have the authority to perform, or contract to have performed, the work required by the sewage enforcement officer. The owner shall be charged for the work performed and, if necessary, a lien shall be entered therefor in accordance with law.

Section X. Disposal of Septage

- A. All septage originating within the sewage management district shall be disposed of in accordance with the requirements of the Solid Waste Management Act (Act 97 of 1980, 35 P.S. §§6018.101 *et seq.*) and all other applicable laws and at sites or facilities approved by DEP. Approved sites or facilities shall include the following: septage treatment facilities, wastewater treatment plants, composting sites, and approved farmlands.
- B. Pumper/haulers of septage operating within the sewage management district shall operate in a manner consistent with the provisions of the Pennsylvania Solid Waste Management Act (Act 97 of 1980, 35 P.S. §§6018.101–6018.1003) and all other applicable laws.

Section XI. Administration

- A. The Township shall fully utilize those powers it possesses through enabling statutes and ordinances to effect the purposes of this ordinance.
- B. The Township shall employ qualified individuals to carry out the provisions of this ordinance. Those employees shall include a sewage enforcement officer and may include an administrator and such other persons as may be necessary. The Township may also contract with private qualified persons or firms as necessary to carry out the provisions of this ordinance.
- C. All permits, records, reports, files, and other written materials relating to the installation, operation and maintenance and malfunction of on-lot sewage disposal systems in the sewage management district shall become the property of, and be maintained by, the Township. Existing and future records shall be available for public inspection during regular business hours at the official office of the Township. All records pertaining to sewage permits, building permits, occupancy permits, and all other aspects of the sewage management program shall be made available, upon request, for inspection by representatives of DEP.
- D. The Township shall establish all administrative procedures necessary to properly carry out the provisions of this ordinance.
- E. The [township board/borough council] may establish a fee schedule, and authorize the collection of fees, to cover the cost to Township of administering this program.

Section XII. Appeals

- A. Appeals from final decisions of the Township or any of its authorized agents under this ordinance shall be made to the [borough council/board of supervisors] in writing within 30 days from the date of written notification of the decision in question.
- B. The appellant shall be entitled to a hearing before the [borough council/board of supervisors] at its next regularly scheduled meeting, if a written appeal is received at least 14 days prior to that meeting. If the appeal is received within 14 days of the next regularly scheduled meeting. If the appeal is received within 14 days of the next regularly scheduled meeting, the appeal shall be heard at the next regularly scheduled meeting. The municipality shall thereafter affirm, modify, or reverse the aforesaid decision. The hearing may be postponed for a good cause shown by the appellant or the Township. Additional evidence may be introduced at the hearing provided that it is submitted with the written notice of appeal.
- C. A decision shall be rendered in writing within 30 days of the date of the hearing.

Section XIII. Penalties

Any person failing to comply with any provision of this ordinance shall be subject to a fine of not less than Five Hundred dollars (\$500) and costs, and not more than Five Thousand dollars (\$5,000) and costs, or in default thereof shall be confined in the county jail for a period of not more than 90 days. Each day of noncompliance shall constitute a separate offense.

Section XIV. Repealer

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section XV. Severability

If any section or clause of this ordinance shall be adjudged invalid, such adjudication shall not affect the validity of the remaining provisions which shall be deemed severable therefrom.

The above Ordinance is hereby Duly **ENACTED AND ORDAINED** this ____ day of _____, 2022 by the Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania, in lawful sessions duly assembled.

ATTEST:

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Scott M. Swichar, Township Manager

Wilson T. Lambert, Jr., Chairman

Joe Heffern, Vice Chairman

Katja DiRado, Member

John Nielsen, Member

Al Wright, Member

**MODEL
HOLDING TANK ORDINANCE**

BE IT ENACTED AND ORDAINED by the _____ (Supervisors)
(Council members) _____ of _____ (Township) (Borough) _____ of
County, Pennsylvania, and it is hereby enacted and ordained as follows:

Section 1. Purposes. The purpose of this Ordinance is to establish procedures for the use and maintenance of existing and new holding tanks designed to receive and retain sewage whether from residential or commercial uses. It is hereby declared that the enactment of this Ordinance is necessary for the protection, benefit and preservation of the health, safety and welfare of the inhabitants of this municipality.

Section 2. Definitions. Unless the context specifically and clearly indicates otherwise, the meaning of terms used in this Ordinance shall be as follows:

- A. “Agency” shall mean _____ (Supervisors) (Council members) _____
of _____ Township, _____ County, Pennsylvania.
- B. “Holding Tank” shall mean a watertight receptacle, whether permanent or temporary, which receives and retains sewage conveyed by a water carrying system and is designed and constructed to facilitate the ultimate disposal of the sewage at another site.
- C. “Improved Property” shall mean any property within the Township upon which there is erected a structure intended for continuous or periodic habitation, occupancy or use by human beings or animals and from which structure sewage shall or may be discharged.
- D. “Owner” shall mean any person vested with ownership, legal or equitable, sole or partial, of any property located in the Township.
- E. “Person” shall mean any individual, partnership, company, association, corporation or other group or entity.
- F. “Sewage” shall mean any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals and any noxious or deleterious substance being harmful or inimical to the public health, or to animal or aquatic life or to the use of water for domestic water supply or for recreation or any substance which constitutes pollution under the Clean Stream Law (35 PS §§ 691.1-691.1001).
- G. “Municipality” shall mean _____ (Township) (Borough) _____,
_____ County, Pennsylvania.

Section 3. Right and privileges granted. That the Agency is hereby authorized and empowered to undertake within the Township the control and methods of holding tank use, sewage disposal and sewage collection and transportation thereof.

Section 4. Rules and Regulations. That the Agency is hereby authorized and empowered to adopt such rules and regulations concerning sewage which it may deem necessary from time to time to effect the purposes herein.

Section 5. Rules and Regulations to be in Conformity with Applicable Law. All such rules and regulations adopted by the Agency shall be in conformity with the provisions herein, all other ordinances of the Township, and all applicable laws, and applicable rules and regulations of administrative agencies of the Commonwealth of Pennsylvania.

Section 6. Rates and Charges. The Agency shall have the right and power to fix, alter, charge and collect rates, assessments, and other charges in the area served by its facilities at reasonable and uniform rates as authorized by applicable law.

Section 7. Exclusiveness of Rights and Privileges.

- A. The collection and transportation of all sewage from any improved property utilizing a holding tank shall be done solely by or under the direction and control of the Agency, and the disposal thereof shall be made only at such site or sites as may be approved by the Department of Environmental Protection of the Commonwealth of Pennsylvania.
- B. The Agency will receive, review and retain pumping receipts from permitted holding tanks.
- C. The Agency will complete and retain annual inspection reports for each permitted holding tank.

Section 8. Duties of Improved Property Owner. The owner of an improved property that utilizes a holding tank shall:

- A. Maintain the holding tank in conformance with this or any ordinance of this Township, the provisions of any applicable law, and the rules and regulations of the Agency and any administrative agency of the Commonwealth of Pennsylvania.
- B. Permit only the Agency or its agent to inspect holding tanks on an annual basis.
- C. Permit only the Agency or its agent to collect, transport, and dispose of the contents therein.

Section 9. Violations. Any person who violates any provisions of Section 8, shall, upon conviction thereof by summary proceedings, be sentenced to pay a fine of not less than Five-hundred (\$500.00) dollars and not more

than Five Thousand (\$5,000.00) dollars and no cents, and in default of said fine and costs of undergo imprisonment in the county prison for a period not in excess of 90 days.

Section 10. Abatement of Nuisances. In addition to any other remedies provided in this ordinance, any violation of Section 8 above shall constitute a nuisance and shall be abated by the municipality or the Agency by either seeking mitigation of the nuisance or appropriate equitable or legal relief from a court of competent jurisdiction.

Section 11. Repeal. All ordinances or resolutions or parts of ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

Section 12. Severability. If any sentence, clause, section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this ordinance. It is hereby declared as the intent of the (appropriate formal title of the legislative body of the municipality) (Board of Supervisors of the Township) that this ordinance would have been adopted has such constitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

Section 13. Effective Date. This ordinance shall become effective five (5) days after its adoption.

ENACTED AND ORDAINED into an ordinance this _____ day of _____ A.D., 20____, by the _____ (Council members) (Supervisors) of the _____ (Borough) (Township) of _____ County in Lawful Session duly assembled.

(Council members) (Supervisors) OF
THE (Township) (Borough) OF

CERTIFICATION OF ADOPTION

I hereby certify the foregoing to be an exact copy of an ordinance adopted by the

_____ (Supervisors) (Council members) _____ of the _____

_____ (Township) (Borough), _____ County, Pennsylvania, at

a regular meeting of the Board on _____.

Secretary

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2026-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF EAST
FALLOWFIELD TOWNSHIP AUTHORIZING THE SALE OF THE
FOLLOWING SURPLUS EQUIPMENT**

1. 2007 Honda CR-V (VIN 5J6RE48387L001480)

WHEREAS, the Board of Supervisors of East Fallowfield Township is authorized by the Pennsylvania Second Class Code to dispose of surplus Township personal property; and,

WHEREAS, the Township of East Fallowfield has determined that the items listed herein are no longer needed for public use; and,

WHEREAS, the Township Manager has determined that the estimated fair market value of each surplus item listed herein is less than \$2,000; and,

WHEREAS, the Township of East Fallowfield desires to sell the above listed items on the GovDeals Internet Auction Website.

NOW, THEREFORE, BE IT RESOLVED, that the Township Manager is hereby authorized to post an offer to sell the item listed above on the GovDeals Internet Auction Website.

ADOPTED this 24th day of February 2026 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP

Mike Domboski, Chair

Al Wright, Vice-Chair

Wilson T. Lambert, Member

Katja DiRado, Member

Deborah Stoff, Member

Attest:

Township Manager/Secretary



AGREEMENT

GREATAMERICA FINANCIAL SERVICES CORPORATION
PAYMENT ADDRESS:
PO BOX 660831, DALLAS TX 75266-0831

AGREEMENT NO.: **3236102**

CUSTOMER ("YOU" OR "YOUR")

FULL LEGAL NAME: **East Fallowfield Township**

ADDRESS: **2264 Strasburg Rd Coatesville PA 19320-4437**

VENDOR (VENDOR IS NOT OUR AGENT AND IS NOT AUTHORIZED BY US TO ACT ON OUR BEHALF OR TO WAIVE OR ALTER ANY PROVISION OF THIS AGREEMENT)

Rothwell Document Solutions West Chester, PA

EQUIPMENT AND PAYMENT TERMS

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES

☐ SEE ATTACHED SCHEDULE

1 Ricoh IM C3010 Copier System

1 Ricoh IM C2510 Copier System

EQUIPMENT LOCATION: _____ (*PLUS TAX)

TERM IN MONTHS: **60** MONTHLY PAYMENT AMOUNT*: **\$250.00** PURCHASE OPTION*: **Fair Market Value**

ADDITIONAL TERMS AND CONDITIONS

AGREEMENT. You want us to now pay your Vendor for the equipment and/or software referenced herein ("Equipment") and the amounts your Vendor included on the invoice to us for the Equipment for related installation, training, and/or implementation costs, and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement will begin on the date the Equipment is delivered to you or any later date we designate. We may charge you a one-time origination fee of \$125.00. If we do not receive by the due date, at the remittance address indicated on your invoice, any amount payable to us, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less.

NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU UNDERSTAND WE ARE PAYING FOR THE EQUIPMENT BASED ON YOUR UNCONDITIONAL ACCEPTANCE OF IT AND YOUR PROMISE TO PAY US UNDER THE TERMS OF THIS AGREEMENT, WITHOUT SET-OFFS FOR ANY REASON, EVEN IF THE EQUIPMENT DOES NOT WORK OR IS DAMAGED, EVEN IF IT IS NOT YOUR FAULT.

EQUIPMENT USE. You will keep the Equipment in good working order, use it for business purposes only, and not modify or move it from its initial location without our consent. You must resolve any dispute you may have concerning the Equipment with the manufacturer or Vendor. Payments under this Agreement may include amounts you owe your Vendor under a separate arrangement (for maintenance, service, supplies, etc.), which amounts may be invoiced by us on your Vendor's behalf for your convenience.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

NO WARRANTY. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU HAVE ACCEPTED THE EQUIPMENT "AS-IS". YOU CHOSE THE EQUIPMENT, THE VENDOR AND ANY/ALL SERVICE PROVIDER(S) BASED ON YOUR JUDGMENT. YOU MAY CONTACT YOUR VENDOR FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER OR VENDOR IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

ASSIGNMENT. You may not sell, assign or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement or our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, the assignee will have our rights but will not be subject to any claim, defense, or set-off assertable against us or anyone else.

LAW/FORUM. This Agreement and any claim related to this Agreement will be governed by Iowa law. Any dispute will be adjudicated in a state or federal court located in Linn County, Iowa. You consent to personal jurisdiction and venue in such courts and waive transfer of venue. Each party waives any right to a jury trial.

LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. We are not responsible for, and you will indemnify us against, any claims, losses or damages, including attorney fees, in any way relating to the Equipment or data stored on it. This indemnity will survive the expiration of this Agreement. In no event will we be liable for any consequential or indirect damages.

INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

TAXES. We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. Sales or use tax due upfront will be payable over the term with a finance charge.

END OF TERM. At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew month to month unless a) we receive written notice from you, at least 30 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If a Purchase Option is indicated above and you are not in default on the End Date, you may purchase the Equipment from us "AS IS" for the Purchase Option price. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the amount we paid for the Equipment.

DEFAULT/REMEDIES. If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us interest on all past due amounts at the rate of 1.5% per month, or at the highest rate allowed by applicable law, if less.

UCC. You agree that this Agreement is (and/or shall be treated as) a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

MISCELLANEOUS. This Agreement is the entire agreement between you and us relating to the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. If any provision of this Agreement is unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law. Any change must be in writing signed by each party.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexpended, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.

OWNER ("WE", "US", "OUR")

THIS AGREEMENT IS NON-CANCELABLE FOR THE FULL AGREEMENT TERM. THIS AGREEMENT IS BINDING WHEN WE EXECUTE THIS AGREEMENT AND PAY FOR THE EQUIPMENT.

OWNER: **GreatAmerica Financial Services Corporation**

CUSTOMER'S AUTHORIZED SIGNATURE

CUSTOMER: (As Stated Above)

SIGNATURE:

DATE:

SIGNATURE: **X**

DATE:

PRINT NAME & TITLE:

PRINT NAME & TITLE:

PROPOSAL & INVESTMENT PLAN

East Fallowfield Township

2264 Strasburg Road
East Fallowfield, PA 19320-4437



Prepared For: Scott Swichar

Prepared By: Kevin Rothwell

Date: 2/5/2026

ABOUT OUR COMPANY

Rothwell Document Solutions integrates imaging systems and services that help organizations manage document workflow and increase office efficiency. We strive to exceed customer expectations for quality, service, support, and value while providing secure managed print, scan, and copy solutions to organizations throughout Chester County and the surrounding communities.

For over 70 years, we have strived to provide the highest quality equipment & software, backed by unparalleled service, while maintaining one focus – our customers. We promise to provide outstanding customer service, while operating with the highest levels of ethical business conduct.

MISSION STATEMENT

Our mission is to ensure the ongoing trust and loyalty of our clients by exceeding their expectations for quality, service, support, and value in providing managed document technology products and services.

MY PERSONAL COMMITMENT

Inherent in this proposal is my personal commitment to ensure your ongoing satisfaction with the recommendations presented in this proposal. It is our responsibility to take the necessary steps to ensure its implementation meets your expectations. Our sales and support teams are at your service to address any concerns prior to, during, and after its implementation.

Please feel free to contact me at (610) 696-1290.

Thank you very much for your consideration.



Kevin J. Rothwell, President

INDUSTRY LEADING SECURITY

Security threats are no longer limited to personal computers, servers, or networks. As multifunction printers have evolved into true information terminals, they have become core IT assets in their own right. The computing capability of multifunction printers has grown, but so too have potential security threats. Ricoh's industry leading layered approach to security addresses potential issues caused by vulnerabilities in your printing devices, the data they process, and the networks to which they connect.

Device Security

- ISO / IEEE 15408 / IEEE 2600.2 Certification
- Ricoh Proprietary Hard Disk Drive Operating System
- Hard Drive Encryption using AES Methodology up to 256 Bits
- Disk Overwrite Security System (DOSS) Conforming to NSA and DoD Recommendations
- Fax Line Security
- Trusted Platform Module for Secure Boot
- Digitally Signed Firmware Updates
- User Authentication via User Code, Windows/LDAP, Common Access Card, Personal Identification Verification, and/or SIPRNet Token Authentication

Data Security

- Ricoh Hardened OS Based Using Specific Modules
- Customized Kernels and Services
- Root Access is Not Available
- Encrypted Scanning Workflows,
- SSL & TLS Protocols Utilize up to 156-Bit AES and SHA-2 Algorithms
- Embedded Scanning Provides Audit Trails and Administrative Controls
- Locked Print and Secure Release Prevent Information Leaks in an Unattended Print Environment
- Copy Data Security Protects Against Unauthorized Copying
- Mandatory Secure Information Print (Date/Time, Name/User ID, IP Address/Serial Number)

Network Security

- Leverage and Comply with Customer's Network Security Policies and Measures
- End to End Encryption of Scan and Print Files
- Network User Authentication Limits Unauthorized Users
- Close Unused Network Port (SNMP, FTP, SMB, etc.) Making Devices "Invisible" to Hackers
- Network Encryption (TLS, WPA2, WPA-PSL, CCMP (AES))
- Print Stream Encryption (SSL/TLS via Internet Printing Protocol (IPP))

PROPOSED HARDWARE SOLUTION

Ricoh IM C3010

Township Office

- 30 Pages Per Minute Black & White Print/Copy Speed
- 30 Pages Per Minute Color Print/Copy Speed
- Network Color Printing
- Network Color Scanning to Email or Folder
- Print from / Scan to USB Flash Drive & SD Card
- Print from iOS and Android Mobile Devices
- Integration with Cloud Services such as Google Drive, Dropbox, Office365, etc.
- 10.1" Intuitive Android-based Smart Operation Touch Panel
- 320 GB Hard Disk Drive (Document Server)
- Data Overwrite Hard Drive Security System
- 2 GB RAM
- 220 Sheet Single-Pass Duplexing Document Feeder
- 2 x 550 Sheet Paper Trays (up to 12" x 18")
- 100 Sheet Bypass Paper Tray (up to 12" x 18")
- Standard Duplexing
- Reduction/Enlargement with Auto Reduce/Enlarge (25% - 400%)
- Electronic Sorting
- 1,000 Stapling Finisher
- Cabinet Stand

PROPOSED HARDWARE SOLUTION

Ricoh IM C2510

Police Office

- 25 Pages Per Minute Black & White Print/Copy Speed
- 25 Pages Per Minute Color Print/Copy Speed
- Network Color Printing
- Network Color Scanning to Email or Folder
- Print from / Scan to USB Flash Drive & SD Card
- Print from iOS and Android Mobile Devices
- Integration with Cloud Services such as Google Drive, Dropbox, Office365, etc.
- Standard & Network LAN-Faxing
- 10.1" Intuitive Android-based Smart Operation Touch Panel
- 250 GB Solid State Hard Disk Drive (Document Server)
- 4 GB RAM
- 220 Sheet Single-Pass Duplexing Document Feeder
- 2 x 550 Sheet Paper Trays (up to 12" x 18")
- 100 Sheet Bypass Paper Tray (up to 12" x 18")
- Standard Duplexing
- Reduction/Enlargement with Auto Reduce/Enlarge (25% - 400%)
- Electronic Sorting
- Cabinet Stand

Equipment Configuration

QTY	MODEL	TYPE	DESCRIPTION
1	Ricoh IM C3010	Mainframe	Ricoh IM C3010 Intelligent Color MFP System (Township)
1		Accessory	Fax Option Type M52
1		Accessory	Finisher SR3320 (1,000 Sheet)
1		Accessory	Bridge Unit BU3100
1		Accessory	Cabinet Type A5
1	Ricoh IM C2510	Mainframe	Ricoh IM C2510 Intelligent Color MFP System (Police)
1		Accessory	Fax Option Type M52
1		Accessory	Cabinet Type F

lease see attached brochure or configuration sheet for more details.



Township Office



Police Office

Investment Options

LEASE PAYMENT	LEASE TERM
\$250.00	60 Months

Pricing reflective of PA Costars Contract # COSTARS 001-E22-086

Maintenance Agreement

Includes all service parts, labor, and toner.
Paper and staples are not included.

Township & Police Offices

Invoiced quarterly at a base rate of \$304.00.
Quarterly base rate includes 16,000 Black pages per quarter.
Black overage reconciled quarterly at \$0.01 per page.
Quarterly base rate includes 2,400 Color pages per quarter.
Color overage reconciled quarterly at \$0.06 per page.

Pricing Includes

- Delivery, setup, and initial network installation
- Systems integration and networking (with input from IT Department/Vendor)
- Installation of FM Audit Fleet Management Software
- Training by Rothwell personnel (as needed)
- Removal of and return shipping of current equipment to leasing company.

Monthly Operational Cost Analysis

	Current Solution		Proposed Solution	
Location	Township	Police	Township	Police
Make/Model	Lanier IM C3000	Lanier IM C2000	Ricoh IM C3010	Ricoh IM C2510
Monthly Lease Payment	\$214.00		\$250.00	
Meter Type	Black	Color	Black	Color
Monthly Service Base Rate	\$116.25		\$101.33	
Monthly Page Allowance in Base	6,000	500	5,333	800
Average Monthly Page Volume	5,320	2,400	5,320	2,400
Average Monthly Overage Volume	0	1,900	0	1,600
Cost per Page	\$0.01291	\$0.0775	\$0.01	\$0.06
Average Monthly Cost per Meter	\$0.00	\$147.25	\$0.00	\$96.00
Average Monthly Service Cost	\$263.50		\$197.33	
Average Monthly Investment	\$477.50		\$447.33	
Average Monthly Savings			\$30.17	
Savings Over Lease Term			\$1,810.20	

*We sincerely thank you for the opportunity to propose and provide imaging systems, document solutions, and services to
East Fallowfield Township.*

The contents of this proposal are confidential trade secret information and intended for the use of East Fallowfield Township only. The contents herein may not be reproduced without the specific written permission of Rothwell Document Solutions. This is a proposal only and informative in nature. Actual contract terms and conditions will be submitted upon your approval of this proposal.



**WEST CHESTER UNIVERSITY
DEPARTMENT OF
POLITICAL SCIENCE**

INTERNSHIP PROGRAM

**Anderson Hall 318
725 E. Church Street
West Chester University
West Chester, PA 19383**

**610-436-2743 (PSC Dept.)
610-436-3364 (for faculty)**

**Dr. John Kennedy, jkennedy@wcupa.edu
Dr. Linda Stevenson, l Stevenson@wcupa.edu
Chair, Dr. Chris Stangl, cstangl@wcupa.edu**

**INTERNSHIP SYLLABUS, AND
SUPERVISOR – STUDENT INTERN
AGREEMENT**

(Revised January 2026)

[Type here]



WEST CHESTER UNIVERSITY DEPARTMENT OF POLITICAL SCIENCE INTERNSHIP PROGRAM

I. OVERVIEW

- A. The Department of Political Science offers students the opportunity to do internships. Such experiences take place outside the regular classroom environment. Their purpose is to provide students with field placement learning in organizational settings which reflect their career interests.
- B. Internships are intended for students to:
 - 1. explore various areas of career interest
 - 2. develop job-related skills and competencies
 - 3. contribute to the success of an organization
 - 4. build upon traditional classroom learning
 - 5. expand intellectual horizons
 - 6. grow professionally and personally
 - 7. enhance resumes and
 - 8. engage in networking

II. STUDENT ELIGIBILITY

- A. Internships are intended for highly qualified students who meet the following criteria:
 - 1. Major or minor in one of the Political Science tracks: Government and Politics or International Affairs
 - 2. Class status of junior or senior, or special approval by Internship Director and Department Chair
 - 3. overall G.P.A. of at least 2.5
 - 4. proper completion of the application process
 - 5. agree to all conditions set forth in this Internship Contract
 - 6. add the Internship credits no later than the official Add/Drop date of the term in which internship is taking place
- B. A total of 15 Internship Credits may be earned over the course of one's undergraduate studies in Political Science. These may occur during the Fall, Spring or Summer sessions. We highly recommend students choose internships during their junior or senior years of study, since it increases the potential for you to move from intern to employee if you are closer to graduation. These credits can be split up during these different terms (i.e. 9 credits in summer; 6 credits the following Spring semester). Since an internship is not a formal course, internship credits do not fulfill the upper-level course requirements for one's PSC electives.



- C. The usual internship workload equates to the following number of site hours for a Fall or Spring term (15-week semester); or Summer (# of hours can vary over summer terms I and II (May – August):

Credits of Internship	Fall/Spring Hours Per Week	Summer Total Hours
3	8	114
6	15	225
9	23	338
12	30	450
15	38	563

Students can work with the Internship Director to determine exact breakdowns of weeks and hours required to earn specific credits over the summer.

III. STUDENTS: INTERNSHIP CREDITS AND PLACEMENTS

- A. To start the process, students should schedule a meeting with the department's Directors of the Internship Program (Dr. John Kennedy (American Politics), Dr. Linda Stevenson (International Relations); the Chair of the Department (Dr. Chris Stangl, Anderson Hall 318); other PSC Faculty members as appropriate.
- B. Registration for PSC 412 Internship credits must be approved by the PSC Internship Directors first, in for them to remove the registration hold with either the Chair or department secretary.
- C. Find a Placement: The Political Science Department offers a database of past placements on the website, and in binders available in the Department office. Likewise, internship and job opportunities are listed on the WCU Career Development site. Students and alumni can sign up for a customized selection of biweekly updates through the "Career Communities" Ram Career Network for new internship opportunities. Students are also encouraged to pursue their own Internship assignments, through their networks, however this should be done in consultation with a PSC Faculty member or one of the Directors and ultimately must be approved by a PSC Director the Chair. The PSC Internship Directors will assist students in locating assignments that are suitable toward their interests.
- D. Resume ready? It is recommended that students have a resume prepared to share with the PSC Internship Director; make revisions if necessary and send them to the agency if they request it. The WCU Career Development Center is an excellent resource for resume-writing support.



IV. FIELD SUPERVISORS AND STUDENTS: WORK REQUIREMENTS

The WCU Political Science FIELD SUPERVISOR – STUDENT INTERN AGREEMENT, found at the end of this document must be filled out, discussed and agreed to by the Field Supervisor and the Student Intern, and take the following conditions into account:

- A. Student responsibilities must be clearly delineated, and work of a clerical nature should comprise no more than twenty percent (20%) of their overall time in the field.
- B. Students performing internships within a governmental agency are prohibited from engaging in political activity as part of their responsibilities. Internships that entail political activities are available, but must be independent from non-partisan, civic-oriented internships.
- C. Once begun, the student may not change to another assignment during the internship, without the approval of the Faculty Supervisor and Internship Director
- D. The Internship is to be the equivalent of a job. Professional conduct is expected. Contacting one's workplace is expected if one must miss work because of illness, emergency, or any other reason, and the time missed must be made up.

V. FIELD SUPERVISORS AND STUDENTS: PERFORMANCE EVALUATION

- A. Field supervisors will be asked to complete an evaluation form from the WCU Political Science Department relevant to the students' job performance. Factors used to evaluate this performance will include (but not limited to) the following categories:
 - 1) Fulfillment of work expectations: adherence to policies and procedures, attendance, punctuality
 - 2) Professionalism: appearance, attitude, dependability, integrity, judgment
 - 3) Learning and Skills Acquisition: aptitude for job's particular skills, oral and written communication, relations with others
 - 4) Quality of performance: able to conceptualize and organize assignments, work without supervision, be flexible, be productive

VI. WORK PERFORMANCE AND FIELD SUPERVISOR'S GRADING EVALUATION

- A. Supervisors are generally responsible for making the work performance evaluation and grade. The Director of the Internship Program, however, may make an independent assessment of all these factors based on relevant data. Where the two judgments are in conflict, the assessment of the Program Director will prevail. Termination for cause from the agency will result in a failing grade for the internship.
- B. The Field Supervisor should complete the required student evaluation form, sign it, and forward it directly to the Program Director. Except in extraordinary circumstances, the Field Supervisor should not forward the evaluation form through

[Type here]



the student. While it is expected that the Field Supervisor will review the completed evaluation form with the student, it is not required that they do so.

VII. STUDENT EVALUATION AND ASSESSMENT

A. PROFESSIONALIZATION: As is widely known, internships are an important way to gain experience, and to professionalize yourselves as you complete your undergraduate studies. In the interest of aiding, you in developing your self-marketing skills, these three requirements are included to enable us to work with you in your transition from student to professional. Additionally, we highly recommend the last on the list, of attending job fairs, and/or working with the internship supervisor and other faculty to look for jobs in your field.

1) Revise/Customize your Resume! In the process of acquiring an internship, it is important to have your resume in shape and to adjust it as needed for different applications/placements. Get professional (free!) advice on improving/learning how to customize your resume and cover letters advice for your job search. You have already paid for this privilege through your tuition and fees, so take advantage of it now and even after you graduate! WCU Twardowski Career Development Center, you can email the resume to them, and they will get your feedback within 48 hours; or email in your resume and go to Lawrence Center, Room 225 for a face-to-face meeting with one of the Career Development advisors, for a much more comprehensive discussion. If there is interest/need, the workshops can be organized to meet these needs as well, for all interns, or for small, customized groups.

2) Internship Contract: Before or during the first week of your internship, it is your responsibility to discuss and fill out our PSC Department contract with your internship supervisor. The purpose of this contract is to delineate the primary tasks you will be doing during the term. This is very important to do at the beginning of the term, in case any issues arise later. The idea of the contract is that students, supervisor and PSC Department internship director have a common document from which to start a conversation if the need should arise for any adjustments over the course of the semester.

3) Highly Recommended: Job Fairs/Job Search: Likewise, we highly recommend that you attend a job fair, or if unable to do so, at least document the ways in which you are job-hunting in the field, and share it with us (i.e. create a list of the links to search engines, Linked In, etc. that you are using). This can help us to help you, as well as alert us to new developments in the field, which we can then share with other students following you out into the "real world."



Students' grades are based on their performance in the internship (80%), and completion of the following administrative tasks and response papers (20%):

B. Journals and Final Paper (20% of your grade):

FIRST TIME INTERNS:

- 1. Bi-weekly Journals (10%):** describe one's job responsibilities and what one is learning from the experiences. Submit these 1–2-page journals bi-weekly to D2L site or by email, as organized by you and your faculty supervisor.
- 2. Final Project: Applying your Knowledge and Experience: Where does my organization fit in with Political Science? (10%)** In consultation with your PSC Dept. faculty supervisor, for the project you may use one of 3 modes of communication:
 - 1) a 4-6-page paper; OR
 - 2) Create a professional poster using a PowerPoint slide format, OR
 - 3) Record a professional style video.

The purpose of this project is to document what you learned from your experiences in the internship and explain how it fits into the related subfield of Political Science. This should be presentable to your internship supervisor, and your PSC Dept supervisor, other interns, faculty and PSC majors. The project should contain the following:

- A.** Some basic research on how the work of your office is considered in the discipline of Political Science should be done, to aid you in contextualizing your experience in careers in this field. Include 2-3 academic articles at least about your specific organization or others like and how it functions, what issues, debates, etc. about it in the subfield. Articles must be referenced in your project and citations included as appropriate.
- B.** Subfields include i.e. Law office - legal or constitutional studies; Non-profit – Public Administration, Organizations; State and local government - impact on policymaking or work for region represented. Internationally-related – impact on some international issues, such as immigration, trade, conflict resolution, etc.
- C.** If this project needs revising for a satisfactory grade, your faculty supervisor may ask you to resubmit it.

SECOND TIME/ REPEAT INTERNS:

If you have already done an internship or are repeating a second term for the same internship, submit the bi-weekly journals to D2L or via email. No paper is required if you are working in the same placement in a second term.

- C. Placement Evaluation:** Two weeks before the conclusion of your internship, provide evaluation form to your Field Supervisor for their input on the grade. Then, fill out Student Evaluation in last week of your internship, and turn it in to your PSC Faculty Supervisor, and upload it on to D2L Internship site. This will be confidential unless otherwise specified.



VII. FIELD SUPERVISOR – STUDENT INTERN AGREEMENT

- 1) To be completed and signed by Field Supervisor and Student**
- 2) A copy maintained at the Field Placement Office, and**
- 3) By the 2nd week of placement, students should upload a copy/scan/photo of the original to the PSC 412 D2L site; and the original should be turned in to your PSC Faculty Supervisor.**

Student Intern, Field Supervisor, and PSC Internship Director all understand that the assigned duties and responsibilities must be performed in a timely fashion and at a level equal to or exceeding all standards and that the Student Intern will comport themselves in a professional manner, consistent with the norms and expectations of the internship organization.

Both the Field Supervisor and the PSC Internship Director will train, advise, and counsel the intern about the nature of the assignments as well as expected standards. Every effort will be made to help the intern have a successful experience. However, students who continually fail to remediate poor quality performance and/or unacceptable behavior will be withdrawn from the internship and be awarded a failing grade for the course.

DATE: _____

I. INTERN RESPONSIBILITIES:

- a. Credits to be granted: _____ Hours expected _____
- b. Internship Schedule:
 1. Days and Times: _____
- c. Internship Responsibilities:
 1. _____
 2. _____
 3. _____

These stipulations are understood and agreed to by:

STUDENT INTERN

Name (printed/signed): _____

Local Address: _____

Phone(s): _____ E-Mail Address: _____

FIELD SUPERVISOR

Name (printed/signed): _____

Name of Organization: _____

Office/Placement Address: _____

Phone(s): _____ E-Mail Address: _____

[Type here]

Greenways, Trails and Recreation Program (GTRP)

PROGRAM GUIDELINES
December 2025



Pennsylvania
Department of Community
& Economic Development



Commonwealth of Pennsylvania
Josh Shapiro, Governor

PA Department of Community & Economic Development
dced.pa.gov



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Section I – Statement of Purpose

Act 13 of 2012 (Act of February 14, 2012 (P.L. 87, No. 13) (58 Pa.C.S. §2315(a) and (a.1)(1)(iv)) establishes the Marcellus Legacy Fund and allocates funds to the Commonwealth Financing Authority (the “Authority”) for planning, acquisition, development, rehabilitation and repair of greenways, recreational trails, open space, parks and beautification projects.

Section II – Eligibility

A. Eligible Applicants

Any of the following entities may apply for a grant under Greenways, Trails and Recreation Program (GTRP):

1. **Municipality** – Any county, city, borough, incorporated town, township or home rule municipality.
2. **Councils of Governments** – An entity organized by units of local government under an intergovernmental agreement, which provides cooperative planning, coordination and technical assistance to its member governments on issues of mutual concern that cross jurisdictional lines, and which does not act under the direction and control of any single member government.
3. **Authorized Organization** – An entity involved in research, restoration, rehabilitation, planning, acquisition, development, education or other activities, which furthers the protection, enhancement, conservation, preservation or enjoyment of this commonwealth's environmental, conservation, recreation or similar resources. The organization must be a tax-exempt institution under section 501(c) (3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c) (3)) and registered with the Bureau of Charitable Organizations or an educational institution involved in these authorized activities or a municipal authority.
4. **Institution of Higher Education** – An entity that is an accredited university, college, seminary college, community college or two-year college.
5. **Watershed Organization** – An entity recognized by the PA Department of Conservation and Natural Resources (DCNR) or the PA Department of Environmental Protection (DEP) that was established to promote local watershed conservation efforts in an identified watershed.
6. **For Profit Businesses** – other than “producers” of natural gas as defined in Act 13.

B. Eligible Projects

Eligible projects under the GTRP include:

1. **Public Park and Recreation Areas** – These projects involve the rehabilitation and development of public indoor and/or outdoor park, recreation and conservation areas and facilities. Parks and recreation areas are areas of land and/or water, for use as a neighborhood, community or regional public park and recreation site. Property may be acquired for active and/or passive recreation use to create new park and recreation areas and/or expand existing recreational sites.

2. **Greenways and Trails** – These projects involve the renovation and development of linear public facilities, such as bicycle, walking, equestrian, snowmobile, and nature trails; passive recreation areas; riparian forest buffers; wetland boardwalks; observation decks. Related support facilities including: access roads, parking areas, walks, comfort station, lighting, landscaping, and signage are also eligible. Greenways are areas of land and/or water which provides a linear recreation, conservation, or open space corridor along a natural or man-made feature.

Trails are designated land and/or water corridor with public access that provides recreation and/or alternative transportation opportunities to motorized and/or non-motorized user of all ages.

3. **Rivers Conservation** – These projects enhance rivers, streams, and watersheds for recreational purposes.

C. Eligible Use of Funds

Funds may be used by the applicant to pay for any of the following project costs:

1. **Development, Rehabilitation and Improvement** of public parks, indoor and outdoor recreation facilities, trails, greenways, and watershed implementation projects to include:
 - a. Construction activities. Construction contingencies are limited to 5% of actual construction costs.
 - b. Fixed equipment
 - c. The clearing and preparation of land.
 - d. Environmental site assessment.
 - e. Related engineering, design, and inspection costs not to exceed 10% of grant award.
 - f. Other professional services, excluding construction engineering. These services include archaeological surveys, geotechnical surveys, etc.
 - g. Settlement cost, acquisition projects only.
 - h. Administrative costs of the applicant necessary to administer the grant. Administrative costs will include advertising, legal, and audit costs as well as documented staff expenses. Administrative costs shall not exceed 2% of the grant.
2. **Planning Projects** that “lay the groundwork” for future land acquisition, development and/or management of parks, recreational facilities, critical habitat, open space, natural areas, greenways, motorized and non-motorized trails and river/watershed corridors. Planning projects also include the development of business plans for expansion or establishment of outdoor recreation businesses.
3. **Acquisition** of land, easements, or rights of way for park and recreation areas, natural areas, greenways, trails, river/watershed conservation, critical habitat conservation and/or open space.
4. Natural areas are areas of land and/or water, which are important in preserving flora, fauna, native ecological systems, and geological, natural, historical, open space, scenic or similar features of scientific or educational value.
5. Critical habitats are areas of land and/or water which provides habitat for rare, threatened or endangered plant and animal species or ecological or natural communities which are at risk of destruction or substantial degradation.

Ineligible costs include but are not limited to public relations, outreach, communications, lobbying, litigation, fees for securing other financing, interest on borrowed funds, application preparation fees and other costs incurred prior to the approval of grant funds.

Section III – Program Requirements

A. Applicant Cost Share Requirements

Projects require a 15% local cash match of the total project cost or cash equivalents. Applicants may use the appraised value of real estate provided the applicant owns the site, and the site is undeveloped.

Applicants considering the value of real estate as match are strongly encouraged to contact the Site Development Office prior to application submission. If using the value of real estate as match, **an appraisal not older than 1 year will be required** and the real estate being used as match must be developed as part of the proposed project. Match commitment documentation is required to be provided along with the application (see Appendix 1, Exhibit 4).

B. Planning and Permit Requirements

All recipients of funding under GTRP will be required to secure all necessary planning and permit approvals for the project from the federal, state, and local governments prior to disbursement of funds.

C. Other Requirements

1. Conflicts of Interest

An officer, director, or employee of an applicant who is a party to or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on any action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

2. Nondiscrimination

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

3. Project Records

The applicant must maintain full and accurate records, retained as Daily Activity Logs, with respect to the project and must ensure adequate control over related parties in the project. The Authority requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places to authorize daily activities and expenditures. Upon request of the Authority, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

4. Pennsylvania Prevailing Wage Act

All the construction work associated with the project may be subject to the Pennsylvania Prevailing Wage Act, as determined by the Pennsylvania Department of Labor and Industry.

5. Certification of Expenses

The applicant shall sign a payment request form certifying that the expenses were incurred and were in accordance with the scope of work approved by the CFA. In lieu of a formal project audit and prior to final closeout of the grant agreement, the applicant shall be required to submit copies of all canceled checks verifying the expenditure of the Greenways, Trails and Recreation Program proceeds. Bank statements may also be submitted if electronic payment of the expenditure occurred.

6. Bidding Requirements

Applicants must comply with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.

7. Control of Property, Deed Restrictions and Public Access

The applicant must demonstrate control of the property that will be developed, rehabilitated or for which a Site Development Drawing will be completed. All facilities and property funded must be accessible to the public for uses consistent with the purposes for which it was acquired.

8. Guideline Provisions

The GTRP guideline provisions may be modified or waived by the Authority unless otherwise required by law.

D. Fees

The Commonwealth Financing Authority charges a \$100 non-refundable application fee for Greenways, Trails and Recreation Program applications. The application fee must be paid electronically by credit or debit card or electronic check through our secure, third-party vendor. Payment of the application fee must be completed prior to the certification and submission of the Electronic Single Application. Detailed payment instructions will be provided on the Certification Tab of the Electronic Single Application once all required fields have been completed.

Section IV – Grants

1. Grants shall not exceed a total of \$250,000 for any project.
2. Commencement of work prior to receiving authority approval will result in the project being ineligible for consideration.
3. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

Section V – Application Procedures

1. To apply for funding, the applicant must submit the electronic online PA Department of Community and Economic Development Single Application for Assistance located at grants.pa.gov. Required supplemental information outlined in Appendix I of these guidelines must be attached electronically to the application as directed on the Addenda tab. For technical inquiries regarding the submission of the online application, contact the Customer Service Center at (800) 379-7448 or (717) 787-3405.
2. Applications will be accepted between February 1st and May 31st of each year. All applications and required supplemental information must be received by May 31st.

Section VI – Application Evaluation

The CFA will review and evaluate applications based on cost, strategic importance, and impact.

Section VII – Procedure for Accessing Funds

Upon approval of an application by the CFA, a grant agreement and commitment letter will be electronically issued to the applicant explaining the terms and conditions of the grant. The Grantee must provide the names, titles and e-mail addresses for two authorized individuals to receive and electronically sign the grant agreement. The grant agreement must be electronically signed and returned to the CFA within 45 days of the date of the commitment letter or the offer may be withdrawn by the CFA.

The applicant shall obtain the services of a professional engineer, architect, or landscape architect licensed in Pennsylvania who will certify to the Authority during construction that the expenses were incurred and were in accordance with plans approved by the Authority. The Authority will release funds to the applicant at not less than 30-day intervals.

Section VIII – Program Inquiries

Program inquiries should be directed to:

PA Department of Community and Economic Development
Office of Business Finance and Workforce Development – CFA Programs Division
Greenways, Trails and Recreation Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Telephone: (717) 787-6245
Fax (717) 772-3581
E-mail: ra-dcedsitedvpt@pa.gov

These guidelines can also be accessed online at dced.pa.gov

Appendix I – Supplemental Information

In addition to completing the PA Department of Community and Economic Development Single Application for Assistance, please include the following items when applying for a grant under GTRP:

Exhibit 1: Project Description

Provide a narrative which discusses all the following:

- a. a description of the project;
- b. the specific location of the project area;
- c. current owner of the project site;
- d. whether the project is consistent with an existing county or local comprehensive plan;
- e. whether the project will result in a substantiated positive economic development impact;
- f. the historical and proposed use of land served by the project;
- g. the estimated start and end dates of construction;
- h. the names of the municipalities that will participate in and benefit from the project;
- i. a description of the existing greenways, recreational, or trail facilities in the area to be served by the project.

Exhibit 2: Cost Estimate

A thorough and detailed estimate for the total project cost. The estimate must be prepared by an engineer or other qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contractor estimates, sales agreements or other documentation that verify project cost estimates.

Exhibit 3: Evidence of Site Control (deed, sales agreement, option agreement, etc.)

Exhibit 4: Matching Funds Commitment

Provide funding commitment letters from all other project funding sources (including equity commitments).

- Funding commitments or term sheets provided by lending institutions must include the term, rate, and collateral conditions, and must be signed and dated.
- Funding commitments of equity from the applicant or private third party must be signed and dated (indicating the amount of funds being committed) and be accompanied by documentation (such as audited financial statements) showing the ability to commit such funds.
- If using the value of real estate as match, an appraisal not older than 1 year will be required.

Exhibit 5: Applicants Most Recent Financials

Exhibit 6: Color-Coded Map

A color-coded map or plot plan detailing the location of the proposed project.

Exhibit 7: Permits

A list of all state, federal, and local planning and permit approvals required for the project.

Exhibit 8: Planning Letter

A letter from the appropriate planning agency certifying that the proposed project is in compliance with the comprehensive land use plans. Please note this is not a letter of support.

Exhibit 9: Resolution

For public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount (see Appendix II for a Sample Resolution).

Exhibit 10: Land Acquisition Documents

For acquisition projects, please provide the following:

- copy of the sales agreement or easement
- an appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Exhibit 11: Acquisition Consent Letter

For Authorized Organizations who are using grant funds for acquisition, provide copies of written consent from the county and municipality in which the land is situated.

Appendix II – Authorized Official Resolution

Be it RESOLVED, that the _____ (Name of Applicant) of _____ (Name of County) hereby request an Greenways, Trails and Recreation Program (GTRP) grant of \$_____ from the Commonwealth Financing Authority to be used for _____.

Be it FURTHER RESOLVED, that the Applicant does hereby designate _____ (Name and Title) and _____ (Name and Title) as the official(s) to execute all documents and agreements between the _____ (Name of Applicant) and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, _____, duly qualified Secretary of the _____ (Name of Applicant), _____ (Name of County) _____, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the _____ (Governing Body) at a regular meeting held _____ (Date) and said Resolution has been recorded in the Minutes of the _____ (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the _____ (Applicant),
this ____ day of ____, 20__.

Name of Applicant

County

Secretary



Commonwealth of Pennsylvania

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026-05

**A RESOLUTION OF EAST FALLOWFIELD TOWNSHIP,
CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING
THE TOWNSHIP TO REQUEST A GREENWAYS, TRAILS,
AND RECREATION PROGRAM (GTRP) GRANT FROM
THE COMMONWEALTH FINANCING AUTHORITY.**

Be it RESOLVED, that the Township of East Fallowfield of Chester County hereby request a Greenways, Trails, and Recreation Program (GTRP) grant of \$250,000 from the Commonwealth Financing Authority to be used for East Fallowfield Township Community Park Improvements 2026.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Scott Swichar, Township Manager as the official to execute all documents and agreements between the Township of East Fallowfield and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Scott Swichar, duly qualified Secretary of the Township of East Fallowfield, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the East Fallowfield Township Board of Supervisors at a regular meeting held on February 24, 2026 and said Resolution has been recorded in the Minutes of the Township of East Fallowfield and remains in effect as of this date.

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Mike Domboski, Chair

Al Wright, Vice-Chair

Wilson T. Lambert, Member

Katja DiRado, Member

Deborah Stoff, Member

Attest:

Township Manager/Secretary

**TOWNSHIP OF EAST FALLOWFIELD
CHESTER COUNTY, PENNSYLVANIA**

Ordinance No. 2026-01

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF EAST FALLOWFIELD TOWNSHIP, CHESTER COUNTY, ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; ENACTING TAX CREDITS FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES AND NONPROFIT EMERGENCY MEDICAL SERVICE AGENCY; AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS

WHEREAS, volunteer fire companies and nonprofit emergency medical services are the primary fire protection and emergency medical providers throughout the Township.

WHEREAS, Act 172 of 2016 (35 Pa.C.S. §79A01, *et. seq.*), as amended by Act 91 of 2020, authorizes municipalities to adopt a tax credit for the members at volunteer fire companies and nonprofit emergency medical services who serve our community; and,

WHEREAS, by supporting the members at volunteer fire companies and nonprofit emergency medical services, through tax relief, the Township can help sustain and strengthen volunteer fire companies and nonprofit emergency medical services in the Township and thereby promote the health, safety, and general welfare of the Township.

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

SECTION 1. DEFINITIONS.

The following words and phrases when used in this ordinance shall have the meanings given to them in this section unless the context clearly indicates otherwise.

“Active Volunteer.” A Volunteer for a volunteer fire company or nonprofit emergency medical service agency listed under Section 2(c) who has complied with, and is certified under, the Volunteer Service Credit Program.

“Earned Income Tax.” A tax on earned income and net profits levied under Chapter 3 of the act of December 31, 1965 (P.L.1257, No.511), known as The Local Tax Enabling Act.

“Eligibility Period.” The timeframe when Volunteers may earn credit under the Volunteer Service Credit Program.

“Emergency Responder.” A Volunteer who responds to an emergency call with one of the entities listed under Section 2(c).

“Emergency Response Call.” Any emergency call to which a Volunteer responds, including travel directly from and to a Volunteer’s home, place of business or other place where he/she shall have been when the call was received.

“Qualified Real Property.” A residential real property owned or jointly owned and occupied as the primary domicile of an active volunteer with an eligible entity, not subject to delinquent taxes.

“Volunteer.” A member of a volunteer fire company or a nonprofit emergency medical service agency.

SECTION 2. VOLUNTEER SERVICE CREDIT PROGRAM.

A) **Establishment.** East Fallowfield Township hereby establishes a Volunteer Service Credit Program. The goal of the program is to encourage membership and service in the community’s volunteer fire companies and nonprofit emergency medical service agencies.

B) **Program Criteria.** To qualify for a tax rebate under the Active Volunteer Service Tax Rebate Program, as of the date of the application, an individual must have been a member of an Eligible Agency for the entire Eligibility Period, and the individual must earn a minimum of 50 points in that same year from one or a combination of the following categories:

(1) Emergency Response Calls

(a) Emergency Response Call -- 2 points per Emergency Response Call

2. Training

(a) Department Training (Drill) - 2 points per training

(b) Training resulting in a national certification -2 points per 8 hours

(c) EMS Certification Training - 2 points per 8 hours

(d) EMS Continuing Education - 2 points per training

3. Meetings

- (a) Eligible Agency business meeting - 2 points per meeting
- (b) Chester County EMS Council, Inc. bi-monthly meeting -2 points per meeting
- (c) Chester County Fire Chiefs Association monthly meeting -2 points per meeting
- (d) Chester County Fire Police Association monthly meeting -2 points per meeting
- (e) Committee Meetings -2 points per meeting

4. Fire Prevention / Public Education Activities

- (a) Fire Prevention Activities - 2 points per event
- (b) Other Public Education Activities -2 points per event

5. Leadership Roles

- (a) Chief Officer - 10 points per Eligibility Period
- (b) Line Officer - 5 points per Eligibility Period
- (c) Elected Board Member / Administrative Officer - 10 points per Eligibility Period
- (d) Committee Chair - 5 points per Eligibility Period
- (e) Committee Member -2 points per Eligibility Period

6. Other Activities

- (a) Fundraising Events -2 points per 8 hours
- (b) Completion of a Fire Department Physical - 10 points per year
- (c) Longevity - 2 points per 5 years of service as a Volunteer in the Eligible Agency
- (d) Non-compensated Fire Police details - 2 points per detail

C) **Eligible Entities.** The Volunteer Service Credit Program is available to residents of the Township who are Volunteers of the following volunteer fire companies and nonprofit emergency medical service agencies that provide service to the Township:

(1) Westwood Fire Company; and

(2) Modena Fire Company.

D) **Eligibility Period.** A Volunteer must meet the minimum criteria during the eligibility period to qualify for the tax credits established below. For 2025, and each subsequent year thereafter, the eligibility period shall run from January 1 until December 31 of each calendar year.

E) **Recordkeeping.** The Chief of each volunteer fire company or the supervisor of the nonprofit emergency medical service agency listed under Section 2(c) shall keep specific records of each Volunteer's activities in a service log to establish credits under the Volunteer Service Credit Program. Service logs shall be subject to review by the Board of Supervisors, the State Fire Commissioner and the State Auditor General. The Chief, or supervisor, shall annually transmit to the Township a notarized eligibility list of all Volunteers that have met the minimum criteria for the Volunteer Service Credit Program. The notarized eligibility list shall be transmitted to the Township no later than the first Monday in February of each year. The Chief or supervisor shall post the notarized eligibility list in an accessible area of the volunteer agency's facilities.

F) **Application.** Volunteers that have met the minimum criteria of the Volunteer Service Credit Program shall sign and submit an application for certification to their Chief or supervisor. The Chief or supervisor shall sign the application if the Volunteer has met the minimum criteria of the Volunteer Service Credit Program and forward it to the Township Secretary. For tax year 2025, applications may be accepted by the Township until June 1, 2026. For each subsequent tax year, applications shall not be accepted by the Township after April 1st of the following calendar year.

G) **Municipal Review.** The Township shall review the applications for credit under the Volunteer Service Credit Program and shall cross reference them with the notarized eligibility list. The list of acceptable applicants that are on the notarized eligibility list shall be subject to review and approval of the Township Board of Supervisors at a duly authorized public meeting. All applicants approved by the Township Board of Supervisors shall be issued a tax credit certificate by the Township Treasurer.

H) **Official Tax Credit Register.** The Township shall keep an official Tax Credit Register of all Active Volunteers that were issued tax credit certificates. The Township Treasurer shall issue updates, as needed and as applicable, of the official Tax Credit Register to the following:

(1) The Township Board of Supervisors;

(2) Chief of the volunteer fire company(ies);

(3) Chief or supervisor of the nonprofit emergency medical services agency(ies);

(4) Tax officer for the Township Tax Collection District.

I) Injured Volunteers.

(1) An emergency responder that is injured during an emergency response call may be eligible for future tax credits. The injury must have occurred while responding to, participating in, or returning from an emergency response call with one of the entities listed under Section 2(c).

(2) An injured emergency responder shall provide documentation from a licensed physician with the application required under Section 2 stating that their injury prevents them from performing duties to qualify as an Active Volunteer. In such a case, the injured emergency responder shall be deemed an Active Volunteer for that tax year.

(3) An injured emergency responder shall annually submit the application required under Section 2, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an Active Volunteer. The injured emergency responder shall again be deemed an Active Volunteer for that tax year. An injured emergency responder shall only be deemed an Active Volunteer for a maximum of five consecutive tax years.

(4) An Emergency Responder who is in active military or reserve status will receive points as defined by County Ordinance for each call responded to by their home company and for each home company drill missed while performing military duties. The Eligible Person may not receive a credit to exceed the definitions as outlined in the participation requirements of the County Ordinance.

SECTION 3. EARNED INCOME TAX CREDIT.

A) **Tax Credit.** Each Active Volunteer who has been certified under the East Fallowfield Township Volunteer Service Credit Program shall be eligible to receive a tax credit of up to \$1,000 of the Earned Income Tax levied by the Township. When an Active Volunteer's earned income tax liability is less than the amount of the tax credit, the tax credit shall equal but not exceed the individual's tax liability.

B) Claim.

(1) An Active Volunteer with a tax credit certificate may file a claim for the tax credit on their municipality's earned income tax liability when filing a final return for the preceding calendar year with the tax officer for the Tax Collection District.

(2) An Active Volunteer is entitled to the income tax credit shall be based on the number of points the Volunteer earned in the Eligibility Period as follows:

- (1) To receive a 25% tax credit, 100 points must be achieved
- (2) To receive a 50% tax credit, 200 points must be achieved
- (3) To receive a 75% tax credit, 300 points must be achieved
- (4) To receive a 100% tax credit, 400 points must be achieved

C) Rejection of Tax Credit Claim.

- (1) The tax officer shall reject a claim for a tax credit if the taxpayer is not on the official Tax Credit Register issued by the Township.
- (2) If the tax officer rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to Section 5.
- (3) Taxpayers shall have 30 days to appeal the decision of the tax officer.

SECTION 4. REAL PROPERTY TAX CREDIT.

A) **Tax Credit.** Each Active Volunteer who has been certified under the East Fallowfield Township Volunteer Service Credit Program shall be eligible to receive a tax credit. If the tax is paid in the penalty period, the tax credit shall only apply to the base tax year liability.

B) **Amount and Limit.** The real property tax credit an Active Volunteer shall be based on the number of points the Volunteer earned in the Eligibility Period and shall not exceed 100% of the Township real estate tax paid. The credit amount is as follows:

- (5) To receive a 25% tax credit, 100 points must be achieved
- (6) To receive a 50% tax credit, 200 points must be achieved
- (7) To receive a 75% tax credit, 300 points must be achieved
- (8) To receive a 100% tax credit, 400 points must be achieved

C) Claim.

(1) An Active Volunteer with a tax credit certificate may file a claim for the tax credit on their municipality's real property tax liability. When filing a final return for the preceding calendar year with the tax officer for the Tax Collection District, and shall must include:

- (a) A true and correct receipt from the Township's real estate tax collector of the paid Township real property taxes for the tax year for which the claim is being filed;
- (b) The tax credit certificate
- (c) Photo Identification; and
- (d) Documentation that the tax paid was for qualified real property as defined in this Ordinance.

D) Rejection of Tax Credit Claim.

- (1) The tax officer shall reject a claim for a tax credit if the taxpayer is not on the official Tax Credit Register issued by the Township.
- (2) If the tax officer rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to Section 5.
- (3) Taxpayers shall have 30 days to appeal the decision of the tax officer.

SECTION 5. APPEALS.

A) Appeals, in general.

- (1) Any taxpayer aggrieved by a decision under Sections 3 or 4 shall have a right to appeal said decision.
- (2) A taxpayer shall have 30 days to appeal a decision or rejection of claim.

B) Earned Income Tax Credit Appeals.

- (1) All appeals of decisions under Section 3 shall follow the provisions of the Act of May 5, 1998, P.L.301, No. 50, known as the Local Taxpayers Bill of Rights.

- (2) **Procedure.** The Township Board of Supervisors review all appeals of decisions under Section 3 in an executive session with the decision on appeal to be ratified at a public meeting, keeping personal financial information of the individual confidential.
- (3) **Decisions.** Decisions on appeals submitted in writing under this provision shall be issued within 60 days of the date a complete and accurate petition is received. Failure to act within 60 days shall result in the petition being deemed approved.
- (4) **Further Appeals.** Any person aggrieved by a decision under this chapter who has a direct interest in the decision shall have the right to appeal to The Court of Common Pleas of Chester County, vested with the jurisdiction of local tax appeals by or pursuant to 42 Pa.C.S. §933.

C) Real Property Tax Credit Appeals.

- (1) All appeals of decisions under Section 4 shall follow the provisions of 2 Pa.C.S. Chapter 5, Subchapter B, and of 2 Pa.C.S. Chapter 7, Subchapter B, also known as the Local Agency Law.
- (2) **Hearing.** The Township Board of Supervisors shall schedule a hearing within 60 days of receipt of said appeal. Written notice of the hearing shall be given to the party filing the appeal and any authorized person or agency of the Township involved, not less than 15 days prior to said hearing.
- (3) **Hearing Procedure.**
 - (a) All testimony may be stenographically recorded and a full and complete record be kept of the proceedings. In the event all testimony is not stenographically recorded and a full and complete record of the proceedings is not provided by the Township, such testimony shall be stenographically recorded and a full and complete record of the proceedings and shall be kept at the request of any party agreeing to pay the costs thereof.
 - (b) The Township shall not be bound by technical rules of evidence at the aforesaid hearing, and all relevant evidence of reasonably probative value may be received. Reasonable examination and cross-examination shall be permitted.
- (4) **Decision.** The decision of the Township shall be in writing, shall contain findings and the reasons for the adjudication, and shall be served upon all parties to the Appeal or their counsel personally, or by mail.

- (5) **Further Appeals.** Any person aggrieved by a decision under this chapter who has a direct interest in the decision shall have the right to appeal to The Court of Common Pleas of Chester County, vested with the jurisdiction of local tax appeals by or pursuant to 42 Pa.C.S. §933.

SECTION 6. PENALTIES FOR FALSE REPORTING

A) Any person who knowingly makes or conspires to make a false services report under this Ordinance commits a misdemeanor of the first degree punishable by a fine of \$2,500.

B) Any person who knowingly provides or conspires to provide false information that is used to compile a service record report under this Ordinance commits a misdemeanor of the first degree punishable by a fine of \$2,500.

SECTION 7. SEVERABILITY.

In the event that any provision, section, sentence, clause, or part of this Ordinance is held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of the Ordinance, it being the intent of the Township that such remainder shall be and shall remain in full force and effect and for this purpose the provisions of this Ordinance are hereby declared to be severable.

SECTION 8. REPEALER.

All Ordinances inconsistent with the above provisions are repealed to the extent of the inconsistency

SECTION 9. EFFECTIVE DATE.

This ordinance shall be effective according to applicable law.

DULY ORDAINED AND ENACTED THIS 24th day of February, 2026, by the Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania.

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Attest: _____
Secretary

Michael Domboski, Chair

Al Wright, Vice-Chair

Wilson T. Lambert Jr., Member

Katja Dirado, Member

Deborah Stoff, Member

(SEAL)



January 30, 2026

EFLWT 10009

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

**RE: Weathers/Patterson, 50 & 54 Rokeby Road
Preliminary/Final Subdivision and Land Development**

Dear Scott:

As requested, we have reviewed the submission prepared by Aria Engineering, in connection with the referenced project, including:

- *"Preliminary/Final Minor Subdivision and Land Development Plans for 54 Rokeby Road"* (7 sheets), dated December 17, 2025;
- *"Post Construction Stormwater Management Narrative and Report"* dated December 17, 2025;
- *"Pre and Post Developed Drainage Area Plan"* (two sheets), dated December 17, 2025; and
- Application and supporting documents.

The applicant/equitable owner, Charles Patterson of Coatesville and co-applicant/owners, Geraldine and Charles Weathers of Rokeby Road, propose to subdivide an existing parcel, UPI 47-8-7 (± 4.4 acres), into three lots. Lot 1 will contain the existing dwelling; Lot 2 will be a proposed single-family dwelling; Lot 3 will remain empty for future development. Additional driveways, stormwater management and landscaping are proposed. Additionally, the shared lot line of UPI's 47-8-7 and 47-8-7.2 will be modified to convey a portion of UPI 47-8-7 (3,551 SF) to UPI 47-8-7.2. The site is located on the southeast side of Rokeby Road (T-377), within the *Medium Density Residential Zoning District* (R-2). The proposed dwelling will be served by on-lot sewer and a well.

The applicant is requesting three (3) waivers, per Sheet 1:

1. *SALDO Appendix I-22, Section V.B.2, requiring all storm sewers to have a minimum diameter of 15 inches and shall be constructed of reinforced concrete pipe.* We have no technical objection to this waiver.
2. *§22-505.1, requiring a conservation plan be submitted along with any preliminary or final plan subdivision or land development submission.* We recommend this request should be discussed further.
3. *§23-306.1.T(4), requiring all that all tops, bottoms, and sides of all seepage beds, trenches, or like facilities be covered in drainage fabric.* We have no technical objection to this waiver.

We offer the following comments:

ZONING (§27)

1. While the proposed lots do not meet the minimum street line width requirement, the Code clearly permits interior lots (i.e. 'flag' lots). Further, the existing width at the street line is considered an existing nonconformity, and the proposed lots meet the interior lot requirements.

SUBDIVISION AND LAND DEVELOPMENT (§22)

2. Per Note 16, the applicant will pay the required fee-in lieu of open space, if required. (§22-627.1)
3. Where existing trees are to remain, no change in existing grade shall be permitted within the drip line of the trees. Appropriate fencing or other means of demarcation acceptable to the Board of Supervisors shall be placed at the dripline of trees to remain, wherever adjacent to proposed construction. Such fencing shall be maintained in place throughout the duration of construction activity. Roots shall not be cut within the dripline of any trees to remain. (§22-630.2(E)(1)) We recommend additional clarity be added to the plan and the notes regarding these requirements.
4. Due the heavily wooded nature of the site, we recommend that the applicant provide a more detailed response and plan addressing the various requirements of §22-630 – *Conservation of Woodland, Hedgerows, and Specimen Vegetation* and §27-1808 including how these provisions will be addressed for Lot 3 in the future. (§22-630.4)

STORMWATER MANAGEMENT (§23)

5. Please add the following notes to the plans:
 - a. During site construction, all infiltration practice components shall be protected from compaction due to heavy equipment operation or storage of fill or construction materials. (§23-306.1.M).
 - b. A statement, to be signed by the applicant, acknowledged that any revision to the approved SWM site plan shall be submitted to and approved by the municipality. (§23-402.2.A(3)).
 - c. The following signature block signed and sealed by the qualified licensed professional responsible for the preparation of the SWM site plan: "I (name), on this date (date), hereby certify to the best of my knowledge that the SWM site plan meets all design standards and criteria of the East Fallowfield Township Ordinance No. 23, Stormwater Management Ordinance. (§23-402.A(4))
 - d. Township SWM/E&S permits are required prior to any construction on Lots 2 and 3.

LANDSCAPING

6. Please clarify if screening and/or buffer planting is warranted for the rear (southern boundary) of Lot 2. (§27-1808.6)
7. While we concur that existing vegetation may satisfy some landscaping requirements, such as screening/buffers, it appears that the gross building area planting requirements should still be addressed per §27-1808.5(A & B))
8. Deciduous tree shall be a minimum of three-inch caliper. (§27-1808.5(D)(1))
9. Where woodland disturbance involves more than the maximum area permitted under Subsection 2C, above (i.e., 20,000 square feet or 25% of woodland area, as applicable), one tree and two shrubs shall be planted for each 300 square feet of woodland disturbance area, or fraction thereof, in excess of the maximum permitted area of disturbance. Replacement trees shall be a minimum of 3 inch caliper and shrubs shall be a minimum of 24 to 30 inches in height. (§22-630.3(A) and (B)) The applicant is proposing approximately 33,350 square feet of woodland disturbance without addressing the required replacement plantings.

GENERAL

10. According to the Historic Resource Map, there are multiple Class 2 historic resources to the south of the site on UPI #47-8-8. However, it appears that the proposed development is more than 300 feet from these resources, and no Historic Resource Impact Study would be required.
11. Please note the following plan/submission comments:
 - a. While considered a 'minor' plan per Code definition, there is no minor plan submission process, therefore a waiver should be requested from the preliminary plan process for a joint preliminary/final submission (§22-405). We would have no objection to this waiver request.

- b. Sheet 2 notes that Class 3 prime agriculture soils are being disturbed as part of this project. According to Appendix 27-1401-2, *Prime Agricultural Soils*, Manor Loam "MaC" is not listed as a Class 3 prime agricultural soil.
- c. It appears two owner signature blocks are required.

12. If approved, in conjunction with plan recording the following shall be addressed:

- a. Stormwater Management O&M Agreement (Lot 2).
- b. Draft deeds legal descriptions and easements shall be provided for review by the Township Solicitor, including all required deed restrictions (i.e., §27-1403.3(A) conservation notes, etc.).

13. Please note the following:

- a. Fire Marshal review – Pending
- b. NPDES Permit – Not required (disturbance under one acre)
- c. Chester County Health Department on-lot water/septic permitting – Pending (§27-1402.9(B) & §27-1403.2(C))
- d. Chester County Planning – Pending
- e. PADEP sewage facilities planning – Pending

Should you have any further questions or comments, please contact me.

Sincerely,

PENNONI ASSOCIATES INC.



Nathan M. Cline, PE
Township Engineer

cc (via e-mail): Township Team

**BEFORE THE
BOARD OF SUPERVISORS OF EAST FALLOWFIELD TOWNSHIP**

IN THE MATTER OF THE PRELIMINARY/FINAL MINOR
SUBDIVISION AND LAND DEVELOPMENT APPLICATION OF:

Geraldine and Charles Weathers
Charles Patterson
54 Rokeby Road,
Coatesville, PA 19320

RE: 50 & 54 Rokeby Road; Weathers/Patterson
Preliminary/Final Minor Subdivision Application

FOR PREMISES KNOWN AS:

UPI #s: 47-8-7 and 47-8-7.2 (the "Subject Property")

AND NOW, this 24th day of February, 2026, the Board of Supervisors of East Fallowfield Township ("Board") makes Findings of Facts, enters Discussion, reaches Conclusions of Law, and renders a Decision in connection with the Weather/Patterson Preliminary/Final Minor Subdivision and Land Development Application. For the reasons set forth more fully below, Applicants' application and the accompanying plans, dated December 17, 2025 (hereinafter "Plans") are conditionally APPROVED, together with the waivers set forth below. The foregoing relief is subject to the conditions set forth more fully below.

FINDINGS OF FACT AND DISCUSSION

The Applicants are Charles Patterson, Geraldine Weathers and Charles Weathers, seeking subdivision approval related to the Subject Property with addresses as set forth above, Chester County Uniform Parcel Identifier Nos. 47-8-7 and 47-8-7.2. Geraldine and Charles Weathers are the title owners of the Subject Property (in various forms). Charles Patterson is an equitable owner of the Subject Property. The Subject Property is located within the Township's R-2 Medium Density Residential Zoning District.

Applicants propose to revise the lot line between UPI No. 47-8-7.2 and 47-8-7, and then subdivide the Subject Property into a total of three (3) individual residential lots. Lot 1 will contain the existing dwelling at 50 Rokeby Road; A single family detached dwelling unit will be constructed on Lot 2; and Lot 3 will be reserved for future development. Additional driveways, stormwater management and landscaping plans are also proposed for the Subject Property.

The Township Planning Commission issued its review of the Application by letter dated February 2, 2026, noting its recommendation for conditional approval. The Township Engineer issued a review letter dated January 30, 2026, noting a variety of open issues, compliance of which shall be a condition of the instant Decision.

In the context of the application, Applicants have requested waivers from SALDO Appendix 1-22, Section V.B.2 (requiring all storm sewers to have a minimum diameter of 15 inches and constructed with reinforced concrete pipe), Section 22-505.1 (requiring a conservation plan to be submitted along with any preliminary or final plan subdivision or land development submission), and Section 23-306.1 (requiring that all tops, bottoms, and sides of all seepage beds, trenches, or like facilities be covered in drainage fabric). As noted by the Township Engineer, there are no technical objections to a waiver from Zoning Ordinance Appendix I-22, Section V.B.2. and Section 23-306.1T(4). Additionally, the Township Engineer noted that Applicants should request waiver from Section 22-405 (requiring Applicants to partake in the preliminary plan process for a joint preliminary/final submission) because no such minor plan submission process exists. The Township Engineer noted that the Township would have no objection to this waiver.

CONCLUSIONS OF LAW

1. The Board has exclusive jurisdiction to hear and decide Applicants' minor subdivision and land development application pursuant to the Pennsylvania Municipalities Planning Code and the East Fallowfield Township Subdivision and Land Development Ordinance.

2. Subject to compliance with the below-imposed conditions, Applicants' Plans comport with the applicable provisions of the East Fallowfield Township Zoning Ordinance, and the Township Subdivision and Land Development Ordinance with respect to the instant land development application.

3. The imposition of the below-listed conditions is reasonable, appropriate and necessary to effectuate and implement the purpose of the Zoning Ordinance and Township Subdivision and Land Development Ordinance, as well as the representations of the Applicants during the Plan review process.

DECISION

AND NOW, this 24th day of February, 2026, in consideration of the application of Charles Patterson, Geraldine Weathers and Charles Weathers, Applicants' Minor Subdivision Plan Application, together with their requests for waivers from SALDO Appendix I-22, Section V.B.2., Section 22-505.1, Section 22-405 and Section 22-306.1, are conditionally APPROVED, subject to Applicants' compliance with all of the notes and conditions therein contained, and the following conditions:

1. All of the below conditions must be satisfied prior to release of the Plans for recording. All conditions referenced in the Findings of Fact and Discussion above are additionally incorporated into this decision as conditions of approval.

2. Applicants shall comply with all outstanding comments in the January 20, 2026, Township Engineer review letter to the extent not previously addressed to the satisfaction of the Township and Township Engineer.

3. The Subject Property shall comply with all relevant terms and provisions of the East Fallowfield Township Zoning Ordinance, the East Fallowfield Township Subdivision and Land Development Ordinance, and all other applicable regulations, to the extent waiver or relief therefrom is not granted.

4. Applicants shall provide a more detailed plan and response that addresses East Fallowfield Township Ordinance Sections 22-630 and 27-1808, subject to the review and approval of the Township Engineer.

5. Applicants shall submit a shared driveway agreement to address the rights and responsibilities of the lot owners for access and use of the proposed shared driveway. Inclusive in the Agreement, Applicants shall address ongoing shared maintenance of the stormwater management basin associated with the driveway.

6. Applicants shall add the following notes in their Plans:

- a. Include all infiltration practice components. During site construction, all infiltration practice components shall be protected from compaction due to heavy equipment operation or storage of fill or construction materials (in accordance with Section 23-306.1.M).
- b. A statement, to be signed by the applicants, acknowledging that any revisions to the approved stormwater management site plan shall be submitted to and approved by the municipality (in accordance with Section 23-402.2A(3)).

- c. Include a signature block signed and sealed by the qualified licensed professional responsible for the preparation of the stormwater management plan, including the following:

“I (name), on this date (date), hereby certify to the best of my knowledge that the stormwater management plan meets all design standards and criteria of the East Fallowfield Township Ordinance No. 23, Stormwater Management Ordinance.” (in accordance with Section 23-402.A(4)).

- d. Include Township stormwater management and erosion and sediment control permits prior to beginning any construction on Lots 2 and Lot 3.

7. Applicants shall submit such plans and materials to demonstrate to the satisfaction of the Township Engineer that screening and/or buffering planting associated with the rear (southern boundary) of Lot 2 is compliant with Ordinance Section 27-1808.6).

8. Applicants shall address gross building planting requirements (in accordance with Section 27-1808.5(A) & (B)) to the satisfaction of the Township Engineer.

9. Applicants shall ensure that deciduous trees shall be a minimum of three-inch caliper (in accordance with Section 27-1808.5(D)(1)).

10. Applicants shall address the required replacement plantings of trees and shrubs in any areas of woodland disturbance. Where woodland disturbance involves more than the maximum area permitted under Subsection 2C, (i.e., 20,000 square feet or 25% of woodland area), one tree and two shrubs shall be planted for each 300 square feet of woodland disturbance area. Applicants are currently proposing approximately 33,350 square feet of woodland disturbance.

11. Applicants shall execute a Stormwater Operations and Maintenance Agreement with the Township for Lot 2 and any proposed improvements.

12. Applicants shall provide to the Township Solicitor all deeds, legal descriptions and easements for the Subject Property, including all required deed restrictions subject to Section 27-1403(A) (i.e., conservation notes) of the East Fallowfield Township Zoning Ordinance.

13. Pursuant to the Municipalities Planning Code, 53 P.S. § 10510(g), Applicants shall, within forty-five (45) days of receipt of the instant Decision, reimburse the Township for all outstanding engineering, administrative, legal and other review fees associated with Applicants subdivision and land development application, and shall, within thirty (30) days of receipt of any subsequent invoices from the Township or its professional consultants, remit payment to the Township for all reasonable engineering, administrative, legal and other review fees associated with Applicants' subdivision and land development of the Subject Property. Should Applicant wish to dispute any of the above-referenced fees, she must notify the Township and the Township's professional consultant no later than 100 days after the transmittal of any bill for services, and shall identify with specificity the basis for the objection to any charge for fees, cost, expense, etc. The failure of Applicant to contest such fees within 100 days constitutes a waiver of the right to contest any such fees charged. Should Applicant contest any fee, she shall nonetheless remit payment of the disputed fees, without prejudice to her position in disputing the same. The procedure set forth in the Municipalities Planning Code, 53 P.S. § 10510(g)(2) through (5), shall then be utilized to resolve all timely disputed fees. Any balance not paid within such thirty (30) day period shall bear interest at the rate of 10% per annum.

14. To the extent that any of the above conditions are determined to be invalid, the invalid condition(s) are severable and the invalidity shall not affect the validity of the remaining conditions imposed.

[Signature page follows]

East Fallowfield Township Board of Supervisors

Mike Domboski, Chair

Al Wright, Vice-Chair

Wilson T. Lambert, Jr., Member

Katja DiRado, Member

Deborah Stoff, Member

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

February 23, 2026

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

RE: Weathers - 54 Rokeby Road
Component1 Sewage Facilities Planning Module
Technical Review #1

Dear Mr. Swichar:

Please be advised that our office is in receipt of the following documents for review for the subject project:

1. Component 1 Sewage Facilities Planning Module for Geraldine Weathers at 50 and 54 Rokeby Road project, prepared by Mark A. Bryan, Environmental Management & Consulting, Inc., signed December 20, 2025 and January 2, 2026 (by applicant).

The subject 4.4 Acre tract of land is situated along the southerly side of Rokeby Road. The tract is designated for on-lot sewage disposal in the Township's Act 537 Plan Update. The 4.4 Acre parcel (UPI #47-8-7) at 54 Rokeby Road is subject to a subdivision to create two (2) residential building lots. The adjacent one (1) Acre property (UPI #47-8-7.2) at 50 Rokeby Road is in common ownership and is currently serviced by on-lot sewage disposal system and private well. This property will remain unchanged with only minor lot line adjustments to facilitate access to the proposed lots and to maintain lot area requirements.

Based on our Technical Review of the above referenced documents, the following comments are offered for consideration of the East Fallowfield Township Board of Supervisors in processing the Sewage Facilities Planning Module:

1. Component 1 Sewage Facilities Planning Module Form
 - a. Section G.1 – **A copy of the proposed Subdivision Plan shall be included in the Component 1 module package.**
 - b. Section G.3.b – The check box marked indicates that marginal conditions for long-term on-lot sewage disposal are not present. The Site Investigation and Percolation Test Reports attached to the module indicate that they were completed by Austin Abernethy from the CCHD and that all were "Suitable" for on-lot sewage disposal. **The SEO certifications on each page needs to be signed.**

- c. **Section H – The Sewage Enforcement Officer (SEO) with jurisdiction in East Fallowfield Township needs to complete, sign, and date this section.**
 - d. **Section J – The Component 1 Sewage Facilities Planning Module appears to be consistent with East Fallowfield Township’s Zoning and Subdivision & Land Development Ordinances. In addition, a waiver of the sewage facilities planning requirements has not been requested. The check boxes in this section should be marked accordingly. The Township Planning Commission and Zoning Officer need to complete and sign this section prior to the Board’s approval.**
 - e. **Section K Municipal Action** – Upon completion of the above items, the Township shall mark the first check box indicating that the module has been found to be **acceptable**, sign, and date this section.
2. **PA DEP Project Completion Checklist** – The Municipal Secretary shall sign and date the Checklist prior to the Board’s signing Section K and submission to the DEP for review and approval. **This below check boxes shall be completed by the Township after the above items have been completed and prior to Board action:**

- ☐ Complete Component 1
- ☐ Letter from public water supplier (if applicable) *N.A.*
- ☒ Plot plan and 7.5' topo map showing subdivision
- ☒ "Site Investigation and Percolation Test Report(s)" with results of **ALL** profile examinations and percolation tests (suitable and unsuitable)
- ☐ Signature of soils description preparer
- ☒ Signature of developer
- ☐ SEO signature
- ☒ PNDI "Project Planning & Environmental Review Form" (request DEP search) or "Project Environmental Review Receipt" (self completed search) and all appropriate documentation for the form submitted.
- ☐ Planning Agency Signature
- ☐ Zoning Officer Signature (if applicable)

The 60-day timeframe in which East Fallowfield shall act upon the planning module begins on the date of the signature of the Completeness Checklist or 10 working days after receipt of the module if a completeness review was not completed. The latest date of signature on the module was January 2, 2026. Accordingly, it appears the 60-day timeframe began on or about January 16, 2026. Therefore, East Fallowfield Township Board of Supervisors shall act upon the planning module no later than March 17, 2026, unless the applicant agrees to extend the timeframe in writing. **The last regularly scheduled Board of Supervisors meeting prior to the deadline for action on the module is March 10, 2026.**

Mr. Swichar
Weathers – Rokeby Road
Sewage Planning Technical Review #1
2/23/2026
Page 3

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

Very truly yours,



David M. Porter, P.E.
East Fallowfield Township,
Sewage Consultant Engineer

copy: Board of Supervisors
Planning Commission
Mr. Nathan M. Cline, P.E., Township Engineer
Mr. Rob McLarnon, Township Zoning/Codes Officer
Mr. David Rentschler, P.E., Aria Engineering, LLC
Mr. Mark Bryan, Environmental Management & Consulting, Inc.
File



COUNTY COMMISSIONERS

Josh Maxwell
Marian D. Moskowitz
Eric M. Roe

PLANNING COMMISSION

601 Westtown Road, Suite 270
West Chester, PA 19380
610-344-6285
www.chescoplanning.org

Matthew J. Edmond, AICP
Executive Director

February 5, 2026

Scott M. Swichar, Township Manager
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, 19320-4437

Re: Preliminary/Final Subdivision - 54 Rokeby Road
East Fallowfield Township - SD-01-26-18771

Dear Mr. Swichar:

A preliminary/final subdivision plan entitled "54 Rokeby Road", prepared by Aria Engineering LLC and dated December 17, 2025, was received by this office on January 8, 2026. This plan is reviewed by the Chester County Planning Commission in accord with the provisions of Section 502 of the Pennsylvania Municipalities Planning Code. We offer the following comments on the proposed subdivision for your consideration.

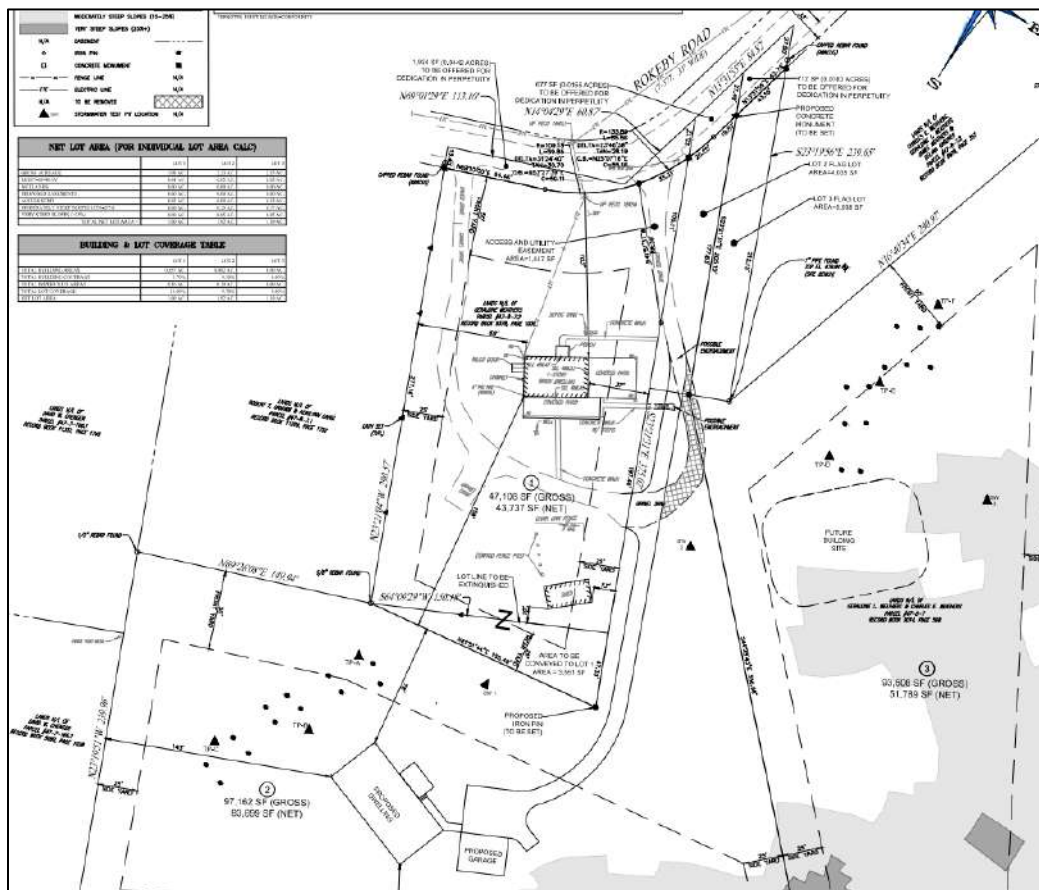
PROJECT SUMMARY:

Location:	South side of Rokeby Road, to the east of Doe Run Road
Site Acreage:	5.40 acres
Lots:	3 lots
Non-Res. Square Footage:	No Non-Res. Square Footage Proposed
Proposed Land Use:	Single Family Residential
Municipal Land Use Plan Designation:	RI - Residential Infill
UPI#:	47-8-7.2, 47-8-7

PROPOSAL:

The applicant proposes the subdivision of two lots into three lots. The site, which contains a dwelling that will remain and is served by on-site water and on-site sewer facilities, is located in the East Fallowfield Township R-2 Medium Density Residential zoning district. A second dwelling is proposed on the tract.

RECOMMENDATION: The County Planning Commission recommends that the issues raised in this letter should be addressed and all East Fallowfield Township issues should be resolved before action is taken on this subdivision plan.



COUNTY POLICY:

LANDSCAPES:

1. The site is located within the **Agricultural Landscape** designation of [Landscapes3](#), the 2018 County Comprehensive Plan, and near the **Suburban Landscape**. The **Agricultural Landscape** consists of large concentrations of active and diverse farm operations along with related support services. The vision for the **Agricultural Landscape** is very limited development occurring at very low densities to preserve prime agricultural soils and farm operations.

The vision for the **Suburban Landscape** is predominantly residential communities with locally-oriented commercial uses and facilities, accommodating growth at a medium density that retains a focus on residential neighborhoods, with enhancements in housing diversity and affordability. Additionally, roads, sidewalks and paths with convenient access to parks and community facilities should be provided. The proposed subdivision is consistent with the objectives of both the **Agricultural** and **Suburban Landscapes** because of the low density of the proposed development.

WATERSHEDS 2045:

2. **Watersheds 2045**, the County-wide integrated water resources plan and Act 167 Stormwater Management Plan, indicates the proposed development is located within the Buck Run subbasin of the Upper Brandywine Creek watershed. The **Watersheds 2045** plan's highest priority objectives within this watershed are:
 - protecting first order streams, riparian corridors, and existing woodlands;
 - reducing stormwater runoff;
 - mitigating flood risks;
 - implementing source water protection measures;
 - and promoting and expanding water-based recreational opportunities and access.

Watersheds 2045 can be accessed at www.chesco.org/watersheds2045.

PRIMARY ISSUES:

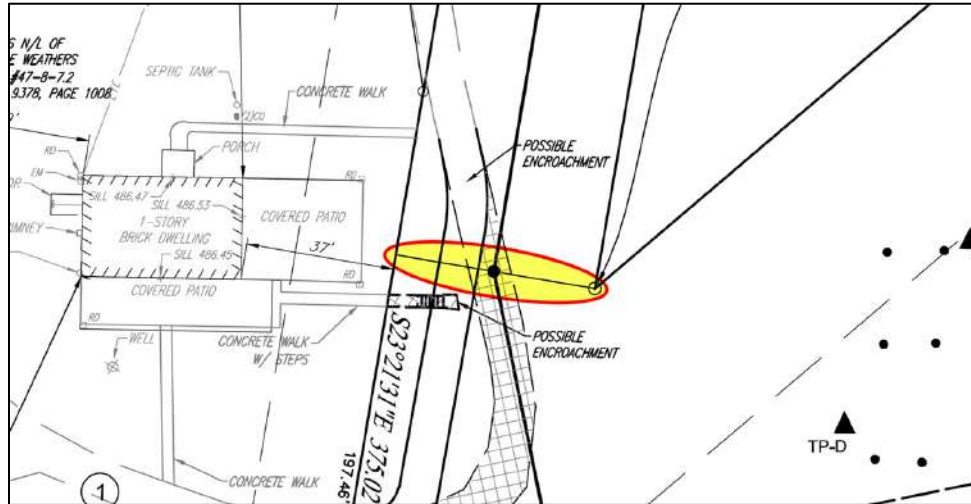
3. The plan and aerial photography indicate that a portion of the site is wooded. Mature trees and shrubs reduce the volume and impacts of stormwater runoff by intercepting precipitation, increasing evapotranspiration, and stabilizing soil through root growth. If development or earth disturbance is going to encroach upon existing woodlands, the removal of trees should be limited to the minimum area needed for the dwelling and support facilities. The limits of tree removal should be clearly shown on the plan and "limits of disturbance" should be delineated to protect all trees that are intended to remain. Orange construction fencing should be placed at the "limit of disturbance" to prevent unintended intrusion into woodland areas by construction equipment. This fencing should be placed at the drip line of any trees that are intended to remain to limit inadvertent impacts from construction equipment to root zones and long-term tree health. Additional native trees and shrubs should be incorporated into the landscaping plans to replace and mitigate the loss of removed trees.
4. We agree that a joint driveway from Rokeby Road should be used due to horizontal curve in this area. The Township Engineer should verify that adequate sight distances can be met at the driveway, and that all necessary access easements are reflected in the deeds to the affected lots. The Township Engineer should also review the location of the Lot 3 flagpole in the event that a driveway will need to be constructed there.

Page: 4

Re: Preliminary/Final Subdivision - 54 Rokeby Road

East Fallowfield Township - SD-01-26-18771

5. The applicant and the Township should verify that the line circled below, representing the proposed flagpole areas of two lots, are not to be interpreted as separate lots because the line weights appear to be similar to the lines identifying the new lot lines.



ADMINISTRATIVE ISSUES:

6. The applicant should contact the office of the Chester County Conservation District (telephone #610-455-1360) for information and clarification on erosion control measures. The provisions of the Commonwealth Erosion Control Regulations may apply to the project and may require an Earth Disturbance Permit or a National Pollutant Discharge Elimination System permit for discharge of stormwater from construction activities. Additional information on this topic is provided online at: <https://www.chesco.org/284/ErosionStormwater>.
7. A minimum of five copies of the plan should be presented at the Chester County Planning Commission for endorsement to permit recording of the final plan in accord with the procedures of Act 247, the Pennsylvania Municipalities Planning Code, and to meet the requirements of the Recorder of Deeds, the Assessment Office, the Health Department, and East Fallowfield Township.

This report does not review the plan for compliance with all aspects of your ordinance, as this is more appropriately done by agents of East Fallowfield Township. However, we appreciate the opportunity to review and comment on this plan. The staff of the Chester County Planning Commission is available to you to discuss this and other matters in more detail.

Sincerely,

Wes Bruckno

Wes Bruckno
Senior Review Planner

cc: Aria Engineering LLC
Geraldine L. Weathers
Chester County Health Department
Chester County Conservation District

3 February 2026

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

Re: Weathers/Patterson – 50 & 54 Rokeby Road
Preliminary/Final Subdivision and Land Development Plan

Dear Mr. Scott Swichar,

At its meeting on 2/2/2026 the East Fallowfield Township Planning Commission reviewed the Preliminary/Final Subdivision and Land Development application submitted by the applicant and prepared by Aria Engineering, LLC for the above-referenced property.

The Planning Commission considered the Township Engineer's review letter prepared by Pennoni Associates dated January 30, 2026

Following discussion, the Planning Commission voted to recommend **conditional approval** of the application, subject to the applicant and their engineer satisfactorily addressing the following items to the acceptance of the Township Engineer:

Waivers

- **Waiver No. 2 – Conservation Plan (§22-505.1):**

The applicant has indicated that the required conservation plan for Lot 2 was included and may have been overlooked.

Zoning and SALDO Items

- **Item #3 – Tree Protection/Dripline Requirements:**

The applicant shall revise the plans and notes to provide additional clarity as recommended by the Township Engineer.

- **Item #4 – Woodland Conservation Requirements:**

The applicant has stated that a note addressing this requirement has already been included.

Stormwater Management

- The applicant indicated that there are no outstanding stormwater issues and agreed to comply with all applicable requirements and notes as outlined in the Engineer's review.

Landscaping

- **Item #6 – Screening/Buffering:**

The applicant asserts that additional screening and buffering is not necessary due to existing mature trees and adequate separation from nearby historic building.

- **Item #7 – Building Area Landscaping:**

The applicant states that this requirement has been addressed on the plan and shall be verified.

- **Item #8 – Tree Caliper Requirements:**

The applicant proposes 2.5-inch caliper trees based on arborist guidance regarding long-term survivability. If approved by the Township Engineer, this may be permitted; otherwise, 3-inch caliper trees shall be provided.

- **Item #9 – Woodland Replacement Plantings:**

The applicant is requesting a partial waiver, citing potential conflicts between ordinance provisions and concerns regarding plant survivability. Based on the calculated disturbed woodland area of approximately 27,714 square feet, the applicant asserts that full compliance may not be practical. The Planning Commission agreed that 26 new trees and 56 new shrubs will be unnecessary.

General Plan and Submission Items

- **Item #10 – Historic Resource Review:**

The applicant has agreed to comply.

- **Item #11(a) – Joint Preliminary/Final Waiver:**

The applicant has agreed to comply.

- **Item #11(b) – Prime Agricultural Soils:**

The applicant asserts compliance and notes that the ordinance language appears outdated.

- **Item #11(c) – Owner Signatures:**

The applicant indicated that one signature block is sufficient at this time, as ownership will be retained until a future transfer.

- **Item #12(a) – Stormwater O&M Agreement:**

Pending execution and submission.

- **Item #12(b) – Deeds and Easements:**

The applicant agrees to comply.

- **Item #13 (a-e) – Agency Reviews and Permits:**

All items remain pending, with the exception of Item (b), which is not required.

Recommendation

The Planning Commission recommends **conditional approval** of the Weathers/Patterson Preliminary/Final Subdivision and Land Development Plan, subject to:

1. Resolution of all outstanding comments identified in the Township Engineer's January 30, 2026 review letter;
2. Satisfaction of the conditions outlined above; and
3. Final approval by the Township Engineer and Township Solicitor prior to plan recording.

Please let me know if you need any additional information from the Planning Commission.

Sincerely,

A handwritten signature in cursive script that reads "Raymond D. Smith".

Ray Smith
East Fallowfield Planning Commission Chair

February 5, 2026

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

VIA EMAIL ONLY – sswichar@eastfallowfield.org

**Re: Weathers/Patterson, 50 & 54 Rokeby Road – 1st Review
Preliminary/Final Subdivision and Land Development**

Dear Scott:

The following revisions are offered in response to the review letter issued by Pennoni Associates, Inc., the East Fallowfield Township Engineering Consultant, dated January 30, 2026 for the above mentioned plan submission. Borough Engineer review comments shown in *italic*, Aria Engineering, LLC responses shown in **bold**.

WAIVERS REQUESTED

1. *SALDO Appendix I-22, Section V.B.2, requiring all storm sewers to have a minimum diameter of 15 inches and shall be constructed of reinforced concrete pipe. We have no technical objection to this waiver.*

No response necessary.

2. *§22-505.1, requiring a conservation plan be submitted along with any preliminary or final plan subdivision or land development submission. We recommend this request should be discussed further.*

This waiver request is only a partial waiver request that applies to the future Lot #3 only as a Conservation Plan has been prepared for Lot #2. General Note #12 requires that a Conservation Plan be submitted for Lot #3 at time that lot is proposed to be developed. We discussed this request with the Planning Commission at the February 2nd meeting and they did not object to this waiver request.

3. *§23-306.1.T(4), requiring all that all tops, bottoms, and sides of all seepage beds, trenches, or like facilities be covered in drainage fabric. We have no technical objection to this waiver.*

No response necessary.

ZONING (§27)

1. §27

While the proposed lots do not meet the minimum street line width requirement, the Code clearly permits interior lots (i.e. 'flag' lots). Further, the existing width at the street line is considered an existing nonconformity, and the proposed lots meet the interior lot requirements.

No response necessary

SUBDIVISION AND LAND DEVELOPMENT (§22)

2. *Per Note 16, the applicant will pay the required fee-in lieu of open space, if required. (§22-627.1)*

No response necessary.

3. *Where existing trees are to remain, no change in existing grade shall be permitted within the drip line of the trees. Appropriate fencing or other means of demarcation acceptable to the Board of Supervisors shall be placed at the dripline of trees to remain, wherever adjacent to proposed construction. Such fencing shall be maintained in place throughout the duration of construction activity. Roots shall not be cut within the dripline of any trees to remain. (§22-630.2(E)(1)) We recommend additional clarity be added to the plan and the notes regarding these requirements.*

Sequence Of Construction Note #2 on Sheet #5 requires the disturbance limits and trees to be protected to be delineated with orange construction fencing. Also, please see the *Tree Protection Zone Notes* located on Sheet #5. Further, please see the *Tree Protection Details* located on Sheet #7.

4. *Due the heavily wooded nature of the site, we recommend that the applicant provide a more detailed response and plan addressing the various requirements of §22-630 – Conservation of Woodland, Hedgerows, and Specimen Vegetation and §27-1808 including how these provisions will be addressed for Lot 3 in the future. (§22-630.4)*

The house placement on Lot #2 was chosen to disturb the least amount of trees as possible. A full tree survey has not been performed for lot #3 as it is not proposed to be developed at this time. General Note #23 shall be added to the plan stating “Lot #3 shall require a Grading, Erosion Control and Stormwater Management Permit plan submission, including a full tree location survey, prior to Building Permit application submission.”

Regarding the woodland disturbance allowed, SALDO §22-630.2.C allows for 20,000 SF or 25% (whichever is less). SALDO §22-630.3.A requires additional tree/shrub replacement when the allowance above is exceeded. However, Zoning §27-1402.7.B(2)(a) allows up to 35% woodland removal. As discussed with the Planning Commission at the meeting on February 2nd, they agreed that it doesn’t make sense to try to plant 26 additional trees and 52 additional shrubs, as required by the SALDO, on a wooded residential lot. There isn’t enough room to add these plantings on the cleared portion of the lot and they most likely will not thrive due to the existing woodland canopy being preserved.

We suggest adding a partial waiver request from SALDO §22-630.3.A to only require five (5) additional deciduous trees, five (5) additional evergreen trees and twenty (20) additional shrubs to meet the replacement requirements.

STORMWATER MANAGEMENT (§23)

5. *Please add the following notes to the plans:*

- a. *During site construction, all infiltration practice components shall be protected from compaction due to heavy equipment operation or storage of fill or construction materials. (§23-306.1.M).*

Sequence Of Construction Note #2 on Sheet #5 requires the infiltration facilities and septic system to be delineated with orange construction fencing and further states to avoid excessive construction traffic over these areas to avoid soil compaction. Also, notes #1 and #2 of the *Infiltration Bed Details, Construction Sequence and General Notes* located on Sheet #6 address preventative compaction of these areas.

- b. *A statement, to be signed by the applicant, acknowledged that any revision to the approved SWM site plan shall be submitted to and approved by the municipality. (§23-402.2.A(3)).*

The requested statement/signature block shall be added to Sheet #1.

- c. *The following signature block signed and sealed by the qualified licensed professional responsible for the preparation of the SWM site plan: "I (name), on this date (date), hereby certify to the best of my knowledge that the SWM site plan meets all design standards and criteria of the East Fallowfield Township Ordinance No. 23, Stormwater Management Ordinance. (§23-402.A(4))*

The requested statement/signature block shall be added to Sheet #1.

- d. *Township SWM/E&S permits are required prior to any construction on Lots 2 and 3.*

General Note #23 shall be added to the plan stating "Lot #3 shall require a Grading, Erosion Control and Stormwater Management Permit plan submission, including a full tree location survey, prior to Building Permit application submission." This plan shall be utilized to satisfy the requested permits for Lot #2.

LANDSCAPING

6. *Please clarify if screening and/or buffer planting is warranted for the rear (southern boundary) of Lot 2. (§27-1808.6)*

As discussed with the Planning Commission at the meeting on February 2nd, they agreed that additional buffering is not required in this area as the property to the south consists of acres of existing woodland and is located in the RA Zoning district.

7. *While we concur that existing vegetation may satisfy some landscaping requirements, such as screening/buffers, it appears that the gross building area planting requirements should still be addressed per §27-1808.5(A & B))*

The gross building area planting requirements have been calculated and addressed on Sheet #4.

8. *Deciduous tree shall be a minimum of three-inch caliper. (§27-1808.5(D)(1))*

The plan shall be revised to require three inch (3") caliper deciduous trees.

9. *Where woodland disturbance involves more than the maximum area permitted under Subsection 2C, above (i.e., 20,000 square feet or 25% of woodland area, as applicable), one tree and two shrubs shall be planted for each 300 square feet of woodland disturbance area, or fraction thereof, in excess of the maximum*

permitted area of disturbance. Replacement trees shall be a minimum of 3 inch caliper and shrubs shall be a minimum of 24 to 30 inches in height. (§22-630.3(A) and (B)) The applicant is proposing approximately 33,350 square feet of woodland disturbance without addressing the required replacement plantings.

The project limits of disturbance is 33,350 SF however the woodland disturbance is only 27,714 SF (31.75%) as calculated in the *Natural Resources Site Disturbance Calculations Table* located on Sheet #2.

As discussed with the Planning Commission at the meeting on February 2nd, they agreed that it doesn't make sense to try to plant 26 additional trees and 52 additional shrubs, as required by the SALDO, on a wooded residential lot. There isn't enough room to add these plantings on the cleared portion of the lot and they most likely will not thrive due to the existing woodland canopy being preserved.

We suggest adding a partial waiver request from SALDO §22-630.3.A to only require five (5) additional deciduous trees, five (5) additional evergreen trees and twenty (20) additional shrubs to meet the replacement requirements.

GENERAL

10. *According to the Historic Resource Map, there are multiple Class 2 historic resources to the south of the site on UPI #47-8-8. However, it appears that the proposed development is more than 300 feet from these resources, and no Historic Resource Impact Study would be required.*

No response necessary.

11. *Please note the following plan/submission comments:*

- a. *While considered a 'minor' plan per Code definition, there is no minor plan submission process, therefore a waiver should be requested from the preliminary plan process for a joint preliminary/final submission (§22-405). We would have no objection to this waiver request.*

A waiver request from SALDO §22-405 to allow a joint preliminary/final plan submission.

- b. *Sheet 2 notes that Class 3 prime agriculture soils are being disturbed as part of this project. According to Appendix 27-1401-2, Prime Agricultural Soils, Manor Loam "MaC" is not listed as a Class 3 prime agricultural soil.*

This is just a nomenclature difference between USDA and the newer NRCS databases.

Manor Loam is listed as a Class 3 prime agricultural soil however as noted under the *Natural Resources Site Disturbance Calculations Table* located on Sheet #2 there are no disturbance restrictions within this zoning district/location.

- c. *It appears two owner signature blocks are required.*

After speaking with the applicant, who is the owner's grandson, the plan is to have the subdivision plan recorded and then Lot #2 will be transferred to from his grandmother at a later time. Thus, a signature block shouldn't be needed for the applicant. If needed the plans can be revised to remove the "equitable owner" label from Mr. Patterson's name.

12. If approved, in conjunction with plan recording the following shall be addressed:

- a. *Stormwater Management O&M Agreement (Lot 2).*

The Stormwater Management O&M Agreement shall be completed by the applicant and recorded with the approved subdivision plans.

- b. *Draft deeds legal descriptions and easements shall be provided for review by the Township Solicitor, including all required deed restrictions (i.e., §27-1403.3(A) conservation notes, etc.).*

The requested legal descriptions shall be provided upon final plan approval.

13. Please note the following:

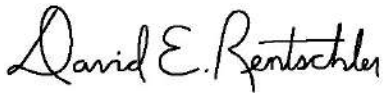
- a. *Fire Marshal review – Pending*
- b. *NPDES Permit – Not required (disturbance under one acre)*
- c. *Chester County Health Department on-lot water/septic permitting – Pending (§27-1402.9(B) & §27-1403.2(C))*
- d. *Chester County Planning – Pending*
- e. *PADEP sewage facilities planning – Pending*

The Chester County Planning Commission has issued their review letter dated February 5, 2026 with no comments requiring plan revisions.

Should you have any questions on the submitted material, please do not hesitate to call.

Sincerely,

ARIA ENGINEERING, LLC



David E. Rentschler, PE

President

dave@ariaeng.com

cc: Nathan M. Cline, PE – Township Engineer (via email only NCline@Pennoni.com)
Sean Patterson – Applicant (via email only tankslawncare2012@yahoo.com)

**TOWNSHIP OF EAST FALLOWFIELD
CHESTER COUNTY, PENNSYLVANIA**

ORDINANCE NO 2026-02

AN ORDINANCE OF THE EAST FALLOWFIELD TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA TO REPEAL ORDINANCE NO. 2024-01, WHICH PROHIBITED THE USE OF SINGLE-USE CARRY-OUT PLASTIC BAGS, POLYSTYRENE FOOD CONTAINERS, AND SINGLE-USE PLASTIC STRAWS BY COMMERCIAL ESTABLISHMENTS, AND ESTABLISHED A CHARGE FOR THE PROVISION OF CERTAIN TYPES OF BAGS AT THE POINT OF SALE.

WHEREAS, on October 22, 2024, the Board of Supervisors enacted Ordinance No. 2024-01, which prohibited the use of single-use carry-out plastic bags, polystyrene food containers, and single-use plastic straws by commercial establishments, and established a charge for the provision of certain types of bags at the point of sale; and

WHEREAS, upon further consideration, the Board of Supervisors has resolved to rescind and repeal Ordinance No.2024-01; and

NOW, THEREFORE, BE IT ENACTED and ORDAINED, by the East Fallowfield Township Board of Supervisors, Chester County, Pennsylvania, as follows:

SECTION 1. Repeal of Ordinance 2024-01 (Prohibition of Single Use Plastics)

Ordinance 2024-01, enacted on October 22, 2024, is hereby repealed in its entirety, and its provisions shall be null and void.

SECTION 2. Effective Date

This Ordinance shall become effective immediately.

DULY ORDAINED AND ENACTED THIS 24th day of February 2026, by the Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

ATTEST:

Scott Swichar, Township Manager

Michael Domboski, Chair

Al Wright, Vice-Chair

Wilson T. Lambert, Jr., Member

Katja DiRado, Member

Deborah Stoff, Member

COLLECTIVE BARGAINING AGREEMENT

-between-

TOWNSHIP OF EAST FALLOWFIELD

-and-

EAST FALLOWFIELD TOWNSHIP POLICE OFFICERS ASSOCIATION

CALENDAR YEARS

2025 – 2027

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THIS AGREEMENT, by and between ***THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF EAST FALLOWFIELD***, a Second Class Township of the Commonwealth of Pennsylvania (hereinafter referred to as the "Township"), and the ***EAST FALLOWFIELD TOWNSHIP POLICE OFFICERS ASSOCIATION*** (hereinafter after referred to as the "Association").

WHEREAS, the parties hereto have entered into collective negotiations and desire to reduce the results thereof to writing; and

WHEREAS, the Police Officers of East Fallowfield Township, except the Chief of Police, have authorized and selected the East Fallowfield Township Police Officer's Association ("Association") to be their representative agent for collective bargaining purposes; and

WHEREAS, the parties have established a framework and structure by which to resolve questions, issues, disputes or controversies that may arise out of their employment relationship including the interpretation and application of the terms and provisions hereof as well as the matter of wages, benefits and working conditions that form a part hereof.

NOW THEREFORE, in consideration of the mutual covenants, promises and undertakings of the parties hereto, and further, said parties, intending to be legally bound hereunder pursuant to the Act of June 24, 1968, P.L. 237, No. 111, Section I, et seq., 43 Pa.C.S.A., Section 217.1, et seq., do covenant and agree as follows:

ARTICLE I - AGREEMENT PURPOSE

It is the intent and purpose of the parties hereto to promote a harmonious, economic and industrial relationship between the Township and its police officers, and to set for the herein the basic agreement on the terms and conditions of employment reached between the parties. The Township and police officers, through the Association, jointly agree to perform dutifully the obligations imposed by this agreement.

ARTICLE II - TERM

A. This Agreement shall be effective as of *January 1, 2025* and will continue through *December 31, 2027*.

B. If no agreement is made for continuation of this agreement by December 31, 2027, this existing agreement in its entirety, will remain in force until it is modified by the negotiated Collective Bargaining Agreement or by an Award of Arbitrators entered pursuant to the Collective Bargaining Act for Police Officers, Act of June 24, 1968, P.L.237, No. 111, 43 P.S. Sections 217.1-217.10.

ARTICLE III - DEFINITIONS

A. *Agreement* shall mean this collective bargaining agreement including all its exhibits, amendments, extensions, revisions and supplements.

B. *Association* shall mean the East Fallowfield Township Police Officers Association, the duly authorized representative of the bargaining unit for East Fallowfield Township Police Officers.

C. *Chief of Police* shall mean the existing or acting Chief of Police of East Fallowfield Township Police Department.

D. *Department* shall mean the East Fallowfield Township Police Department.

E. *Full-Time Police Officer* shall mean any police officer employed by East Fallowfield Township who works more than One Thousand Eight Hundred Twenty (1,820) hours per year.

F. *Length of Service* shall mean the aggregate of the police officer's total period of employment with the Township as a police officer.

G. *Part-Time Police Officer* shall mean any police officer employed by East Fallowfield Township who works less than One Thousand Eight Hundred Twenty (1,820) hours per year. No part-time officer shall work more than seventy-two (72) hours per pay period which will include all patrol hours, training, and other forms of other police duty, K-9 call outs or demonstrations. This does not include the officer's court time.

H. *Police Officer* shall mean an individual who has been duly sworn as a law enforcement officer and is employed by the East Fallowfield Township Police Department.

I. *Township* shall mean the Township of East Fallowfield.

J. *Shift* shall mean the period of time during which a police officer is normally scheduled for duty.

K. The use of the term "*May*" in this agreement refers to permissive action.

L. The use of the terms "*Shall*" and "*Will*" refers to mandatory actions.

M. *Police Light Duty* means any office duty that can be performed at the police station pertaining to investigations or administrative police work that a Full-Time Police Officer can perform because he or she is unable to perform the duties of a patrol officer because of a short-term medical condition as determined by the Full-Time Officer's

medical physician. Any Full-Time Officer may be assigned to "Police Light Duty" with the provision that there must be a supporting letter from his or her physician and the approval of the Chief of Police and the Township Manager. Assignment to light duty shall not be unreasonably denied or refused. The schedule for Police Light Duty shall consist of day work, Monday through Friday, for as many hours as the officer is cleared to work by his or her physician (not to exceed 42 regularly scheduled hours per week). If the inability to perform patrol duties results from a work-related injury, the officer shall be paid 40 hours of straight time pay and 2 hours of overtime pay per week, regardless of the number of hours that officer can perform light duty work. If a light duty assignment relates to a non-work related injury, the officer shall be offered 40 hours of straight time work and 2 hours of overtime work per week; however, any hours that the officer cannot actually perform light duty work shall be subject to sick leave use and/or the use of disability insurance. Officers on light duty shall be permitted to schedule and use vacation, holiday, compensatory, sick time, and other paid time off.

ARTICLE IV - MANAGEMENT RIGHTS

The Township and Association acknowledge and agree that the Township, through the Board of Supervisors, Township Manager and/or the Chief of Police, shall have exclusive right to manage, supervise and control all the affairs of the Police Department, except that the Township shall not be permitted to alter, modify or change any of the items and conditions of this agreement without written consent of the Association. Specifically, among other things, the Chief of Police will manage all day to day police scheduling.

ARTICLE V - WAGES

- A. The computation for the annual base salary shall be based on two thousand eighty (2,080) hours of service. The base hourly wage rate is therefore determined by dividing the annual base wage by two thousand eighty (2,080) hours.
- B. Full-Time Patrol Officers Wage Rate:

1. In accordance with the seniority rank scale, the Base Hourly Rate and Annual Base Salary for Full-Time Patrol Officers **hired before ratification of this agreement** shall be as follows:

Commencing January 1, 2025:

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$67,015.94	\$32.22
Class "B"	19 months to 36 months	\$82,588.28	\$39.71
Class "A"	37 months and up	\$100,752.17	\$48.44

Commencing January 1, 2026

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$69,696.57	\$33.51
Class "B"	19 months to 36 months	\$85,891.81	\$41.30
Class "A"	37 months and up	\$104,782.26	\$50.38

Commencing January 1, 2027

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$72,832.92	\$35.02
Class "B"	19 months to 36 months	\$89,756.95	\$43.15
Class "A"	37 months and up	\$109,497.46	\$52.65

2. In accordance with the seniority rank scale, the Base Hourly Rate and Annual Base Salary for Full-Time Patrol Officers **hired after ratification of this agreement** shall be as follows:

Commencing January 1, 2025:

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$67,015.94	\$32.22
Class "B"	19 months to 36 months	\$82,588.28	\$39.71
Class "A"	37 months and up	\$100,752.17	\$48.44

Commencing January 1, 2026

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$69,696.57	\$33.51
Class "B"	19 months to 36 months	\$85,891.81	\$41.30
Class "A"	37 months and up	\$104,782.26	\$50.38

Commencing January 1, 2027

	<u>Length of Service</u>	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Class "C"	0 to 18 months	\$72,832.92	\$35.02
Class "B"	19 months to 36 months	\$89,756.95	\$43.15
Class "A"	37 months and up	\$109,497.46	\$52.65

- C. Corporal and Sergeant Wage Rate. The Base Hourly Rate and Annual Base Salary for Corporals and Sergeants shall be as follows:

Commencing January 1, 2025:

	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Corporal	\$104,424.94	\$50.20
Sergeant	\$108,097.70	\$51.97

Commencing January 1, 2026:

	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Corporal	\$108,601.94	\$52.21
Sergeant	\$112,421.61	\$54.05

Commencing January 1, 2027:

	<u>Annual Base Salary</u>	<u>Base Hourly Rate</u>
Corporal	\$113,489.03	\$54.56
Sergeant	\$117,480.58	\$56.48

- D. Part-Time Patrol Officers Wage Rate.

The Base Hourly Rate for existing Part-Time Patrol Officers hired after ratification of the 2019-2021 Agreement (but hired prior to ratification of the 2022-2024 agreement) shall be as follows for the duration of this Agreement:

Commencing January 1, 2025:

Base Hourly Rate (per hour)
\$29.05

Commencing January 1, 2026:

Base Hourly Rate (per hour)
\$30.21

Commencing January 1, 2027:

Base Hourly Rate (per hour)
\$31.42

The Base Hourly Rate for Part-Time Patrol Officers **hired after ratification of the 2022-2024 Agreement** (including part-time patrol officers hired after ratification of this agreement) shall be as follows for the duration of this Agreement:

Commencing January 1, 2025:

Base Hourly Rate (per hour)
\$28.20

Commencing January 1, 2026:

Base Hourly Rate (per hour)
\$29.33

Commencing January 1, 2027:

Base Hourly Rate (per hour)
\$30.65

E. Field Training Officer Differential. A Field Training Officer will receive a pay differential of \$1.70 for each hour such duties are performed while engaged in training probationary officers.

ARTICLE VI - OVERTIME AND COMPENSATORY TIME

A. Each Police Officer shall receive compensation (overtime pay) at the rate of one and one-half (1 1/2) times the Officer's base hourly wage rate for any hours worked in excess of eighty (80) compensable hours in a two (2) week pay period, except for hours actually worked as part of the Police Officer's regular schedule that exceed eighty hours in a two week pay period, which will be compensated with Kelly Time as set forth in Article VI.B.

B. Kelly Time Shifts. In lieu of receiving overtime pay for the (4) hours in a two-week period referenced in paragraph A, above, each Police Officer shall receive thirteen (13) Kelly Time shifts each year. Kelly Time shifts will be 12 hours in length and may be scheduled as of January 1 each year regardless of date of accrual. Utilization of Kelly Time shall continue to be in accordance with Article VI.D. and E.

C. For all hours worked in excess of eight-four (84) compensable hours in a two (2) week pay period, an Officer may elect to take compensatory time off with pay (compensatory time), which shall accrue in accordance with the Fair Labor Standards

Act (FLSA) at one and one half (1 1/2) hours for each hour of overtime.

D. Compensatory time may be used in four (4), eight (8), or twelve (12) hour increments with the prior written approval of the Chief of Police.

E. Compensatory time and/or Kelly Time not used within six (6) months from accrual will be paid at the applicable FLSA rate of one and one-half (1 1/2) times the Officer's base hourly rate for each hour of overtime.

ARTICLE VII - COURT TIME

A. A Full-Time Police Officer required to attend district court on official Township business while off duty shall be paid a minimum of two (2) hours, or if more than two (2) hours, the actual time spent in district court, at the base overtime hourly rate.

B. A Full-Time Police Officer required to attend county, state or federal court on official Township business while off duty shall be paid for a minimum of four (4) hours, or if more than four (4) hours, the actual time spent in court, at the base overtime hourly rate

C. Part-time Police Officers shall receive the overtime rate when their Township duties require attendance in court, during a time they would normally be off duty.

D. It is understood that the Township shall not change or modify an officer's work schedule to avoid the payment of overtime as set forth under the provisions of this Article.

ARTICLE VIII - WORK PERIOD

A. Full-Time Police Officers will work a two (2) week rotation schedule which requires them to work seven (7) day shifts then seven (7) night shifts in a four (4) week period. The schedule will rotate after the officer has worked the following rotation: Monday- Tuesday on duty; Wednesday-Thursday off duty; Friday-Saturday-Sunday on duty; Monday-Tuesday off duty; Wednesday-Thursday on duty; Friday-Saturday-Sunday off duty.

B. Each shift shall be twelve (12) hours in length. The total hours to be worked in a two-week period will be eighty-four (84) hours. The total hours in a fifty-two (52) week period will be 2,184. The start time for day shift is 5:30 a.m. and the end time is 5:30 p.m. and the start time for the night shift is 5:30 p.m. and the end time is 5:30 a.m.

ARTICLE IX - HOLIDAYS

- A. The Township recognizes the following twelve (12) days as paid holidays for full-time Police Officers:

New Year's Day	Easter Sunday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day
New Year's	Juneteenth

B. Each holiday will be counted as twelve (12) hours of paid time off to be taken at another time at the Police Officer's base hourly wage rate.

C. Full-Time and part-time Police Officers who work on a recognized holiday will be paid two (2) times their base hourly wage rate for each hour worked.

D. In the event that the Township shall provide its non-uniformed employees with more than eleven (11) holidays during the term of this contract, Article IX shall be amended to include such other, additional holidays. If during the term of this contract, the Township reduces the number of holidays for non-uniformed employees, Article IX shall be amended to remove such holidays, provided that the uniformed employees' holidays shall not be reduced below eleven (11) per year.

ARTICLE X - PERSONAL DAYS

Full-Time Police Officers will be given personal days with pay to use as they wish, with written permission in advance from the Chief of Police based on the following length of service increments:

- 0-12 months = 0 days
- 13 months to 36 months = 2 days (24 hours)
- 37 months to 60 months = 3 days (36 hours)
- 61 months or more = 5 days (60 hours)

ARTICLE XI - VACATION

- A. All Full-Time Police Officers shall receive vacations with full pay in

accordance with the following schedule:

3 months to 12 month	3 days
After 1 year	7 days
After 2 years	8 days
After 4 years	9 days
After 5 years	10 days
After 7 years	11 days
After 8 years	12 days
After 12 years	13 days
After 15 years	15 days
After 17 years	16 days
After 18 years	17 days
After 19 years	18 days
After 20 years	20 days

B. All vacation requests must be submitted to the Chief of Police in writing or through the scheduling software. The Chief of Police must approve or deny the request in advance of the scheduled vacation. The Chief of Police shall not unreasonably deny any vacation request. However, in the event of conflicting vacation requests or when adequate manpower coverage is not assured, authorization of vacation leave will be made on a basis of seniority.

C. All vacation time shall be taken in increments of time approved by the Chief not to exceed the Full-Time Police Officer's scheduled shift for the date requested.

D. There will be no carryover of unused vacation into the next calendar year. The sell back of all unused vacation is to be paid in December of the same year in which the vacation accrued.

ARTICLE XII - SICK LEAVE

The Township shall allocate ten (10) sick days (120 hours) per year to each Full-Time Police Officer. An Officer may accumulate any unused sick days and roll over the unused sick time to the following calendar year. There will be no limit to the amount of sick time that is rolled over each year. Full-Time Police Officers shall be permitted to sell back eighty-four (84) hours of unused sick leave each calendar year subject to the unused sick leave being paid in December of the year earned. Full-Time Officers shall be permitted to utilize sick leave in order to care for sick family members. Sick time will be

used as needed per hour. No officer may simultaneously collect sick leave pay and disability payments.

ARTICLE XIII - BEREAVEMENT LEAVE

A. All Full-Time Police Officers will be allowed leave with pay for bereavement occasioned by death as follows:

1. Seven (7) days off for the death of a spouse, fiancé, live in partner, child, parent or sibling.
2. Three (3) days off for the death of a grandparents, spouse's parents, spouse's child or spouse's grandparents; and
3. One (1) day off for the death of a live-in roommate, aunt, uncle or ex-spouse.

ARTICLE XIV - HEALTH AND WELFARE

A. Township shall provide, at its expense, and will continue to maintain in force a policy of medical, hospitalization and major medical insurance coverage, including vision, dental and prescription drug coverage, for each Full-Time Police Officer, his or her spouse and dependent children as defined in the policies of insurance. The Plan description of the policies are attached hereto as Appendix "A" and made part of this agreement.

B. The Township maintains the right to substitute health coverage plans with comparable or better coverage. Any changes to be made will be made available to the Police Officers Association for Review by the employees at least one (1) month in advance.

C. The Township will reimburse a Full-Time Police Officer who has opted not to receive the medical benefits provided herein at the rate of fifty percent (50%) of the cost of single coverage, which will be treated as taxable income.

D. Police Officers will pay five percent (5%) of the cost for group health insurance (medical, hospitalization, major medical, vision, dental and prescription). This cost will be deducted as pre-tax dollars from the officer's paycheck each pay period over the course of the year.

E. The Police Association agrees to reopen the contract upon request of the Township to explore changing to a new insurance plan sponsored by the Delaware Valley Health Insurance Trust (DVHIT) or other health insurance provider. The parties shall commence negotiations in good faith within thirty (30) days of any request made by the Township under this section. Any plan change shall be subject to mutual agreement of the parties.

ARTICLE XV - UNIFORMS

A. The Township will purchase all uniforms both Class A and BOU style uniforms, for all officers, full and part-time.

B. The Township, at its expense, will provide all Police Officers with a vest that is compatible to the gun they carry on duty. The Township will also provide at its expense, the necessary equipment for an officer's duty belt as well as other uniform accessories including, but not limited to, flashlight, portable radio, handcuffs, OC Spray, protective latex or non-latex gloves, holders for all items along with a holster, extra magazine holder, belt, hat, rain gear and any other items that might be necessary to make the uniform complete.

ARTICLE XVI - EDUCATION

A. The Township agrees to reimburse all Full-Time Police Officers for educational training they receive on their own, providing it is part of the education curriculum program that fulfill the requirements that lead to an associates or bachelor's degree with the approval of the Board of Supervisors.

B. To be eligible for reimbursement under this provision, an Officer must notify the Chief of Police in advance, in writing, of his or her intent to enroll in educational training

C. The Township will reimburse an officer for the cost of tuition and course of related materials when proof is provided of a passing grade of at least a "B" or higher.

D. All training that is scheduled on a Full-Time Police Officer's normally scheduled day of work for more than eight (8) hours and fewer than twelve (12) hours, including travel time to and from the officer's residence, shall be paid the same as the full-time officer's normally scheduled twelve (12) hour shift. The Full-Time officer will attend the training and will not be assigned to work that day of training.

E. All training scheduled on a Full-Time Police Officer's normally scheduled day off shall be paid at the Full-Time Police Officer's over-time hourly rate and shall include drive time to and from training and to and from the officer's residence for each hour of scheduled training.

ARTICLE XVII - DISABILITY

A. The Township shall provide, at no cost to the police officers, both short-term and long-term disability coverage as per the benefits under the insurance policies in place as of October 29, 2013. The short-term and long-term disability policies are attached to this Agreement as Appendix "B". A police officer shall have the option of exhausting any

available sick leave before commencing disability payments.

B. Police officers shall be entitled to maintain their Township issued cell phones while on Heart and Lung status.

ARTICLE XVIII - LIFE INSURANCE AND PENSION

A. The Township will establish and maintain a plan of group term life insurance coverage for all Police Officers wherein each Police Officer will be insured as follows:

1. Any Officer that dies under non-accidental circumstances, as determined under the group term life insurance policy, will be insured in an amount of One Hundred Thousand Dollars(\$100,000).
2. Any Officer that dies under accidental circumstances, as determined by the group term life insurance policy, will be insured for an amount of One Hundred Seventy Five Thousand Dollars (\$175,000).
3. The Police Officers will have exclusive right to designate the beneficiary under the policy of life insurance.

B. The Pension Benefits Policy is attached hereto as Appendix "C" and incorporated by reference as if fully set forth at length herein. The Police Association may grieve disputes concerning pensions if the benefit or issue is a mandatory subject of bargaining.

C. The Township agrees to reopen the contract upon the request of the Police Association after the Township receives a cost study from PMRS or any other actuary to explore a plan amendment, which may entail an amendment to the existing non-Act 600 PMRS plan or establishing an Act 600 compliant plan with PMRS on an alternative provider. The parties shall commence negotiations in good faith within 30 days of the request made by the Police Association under this section and changes shall be limited to the pension plan design, employee contribution rate, and adjustments to negotiated base wage increases. Any plan change shall be subject to mutual agreement of both parties. Any impasses shall be resolved through the procedures set forth in Act 111. This provision shall not be construed as an obligation of the Township to amend the pension plan only to negotiate in good faith.

ARTICLE XIX - JURY DUTY

A. The Township recognizes the duty of citizens to serve while on jury duty. Those Full-Time Officers who are required to serve on jury duty in any Court of this Commonwealth or of the United States will be allowed leave with pay to serve as a juror. The Police Officer will remit the juror fee to the Township (excluding mileage reimbursement).

B. Officers will not be expected to serve on jury duty and report for a scheduled

shift the same day. Officers who are excused from jury duty shall be expected to report to duty as scheduled.

ARTICLE XX - LIABILITY INSURANCE

The Township shall provide at its expense, reasonable Police Professional liability insurance covering all officers for compensatory damages and defense costs for civil suits arising out of the normal course of their employment.

ARTICLE XXI - GRIEVANCE PROCEDURES

A. A grievance under this provision shall be defined as a dispute between a Full-Time Police Officer and the Township involving the interpretation or application of the express terms of this agreement, including all matters of discipline except for verbal and written reprimands. It is expressly provided and understood that the term "Grievance" shall not include any claim that a Police Officer is entitled to Pennsylvania Heart and Lung Act benefits. Claims of entitlement to Heart and Lung Act benefits are to be resolved through the procedures of Pennsylvania Local Agency Law. However, once it is determined through the Pennsylvania Local Agency procedures that a Police Officer is entitled to Heart and Lung Act benefits, any disputes involving the amount of compensation a Police Officer receives under the Heart and Lung Act may be subject to the grievance procedures provided below. In other words, the grievance procedures set forth below are not applicable to whether an Officer is entitled to Heart and Lung Act benefits but the grievance procedures are applicable to determinations of how much compensation an Officer should receive once it has been decided that the officer is entitled to Heart and Lung Act benefits.

B. In the event of a dispute as to the interpretation of any of the Articles of this agreement or any matter of discipline, the following procedures shall be utilized:

1. *Sequence For Filing Grievance:* A Police Officer shall have seven (7) days after he/she becomes aware of an event prompting a grievance to submit a grievance in writing to the Chief of Police. The sequence of the grievance process shall be as follows:

Step 1: To the Chief of Police;

Step 2: To the Township Manager; and

Step 3: To the Board of Supervisors.

2. *Representation:* All grievances must be presented in writing and dated at each step. The grievance must cite the specific contractual provision allegedly violated, the relief requested and any other pertinent detail. An Officer at his or her expense, shall be entitled to representation in the processing of his

grievance.

3. *Time Limits for Hearing/Decisions:* The hearing at Steps 1 and 2 shall be scheduled within fourteen (14) calendar days following the filing of the grievance. A decision shall be made within fourteen (14) calendar days following the Step 1 and 2 hearings. Failure to tender a timely decision shall entitle the Officer to appeal to the next step. If a grievance is not appealed to the next step within fourteen (14) calendar days of the due date of the decision, it shall be considered settled on the basis of the Township's last answer. If the grievance is not resolved after Step 2, the Officer may present the grievance to Step 3 within fourteen (14) calendar days following the due date of the Step 2 decision. The Township Board of Supervisors shall respond within fourteen (14) calendar days of receiving the Step 3 grievance.

4. *Arbitration:* If the grievance is not resolved at Step 3, the Association, on behalf of a Police Officer, may process the matter to arbitration by submitting in writing to the Township, a demand for arbitration no later than fourteen (14) calendar days after the decision of the Board of Supervisors or its representative is made. The parties shall mutually select an arbitrator, or if no agreement is reached, the Association may petition the American Arbitration Association to submit a list of arbitrators under Voluntary Labor Arbitration Rules.

a) *Authority of Arbitrator:* The decision of the arbitrator shall be based solely on the meaning and application of the express terms of the agreement. The arbitrator shall have no authority to add to, modify, or delete provisions of the agreement. The arbitrator shall consider and reach a decision only on the specific issue submitted in writing by the parties and shall have no authority to address any other issues. The arbitrator's decision shall be in writing and submitted within thirty (30) days of the close of the hearing. The decision of the arbitrator shall be binding to both parties.

b) *Expenses of Arbitration.* The administrative expenses of the hearing and the arbitrator, including the arbitration fee, shall be divided equally between the parties. Each party will pay its own legal fees.

5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum. Failure to file or appeal grievances at any step of the procedure within the prescribed time limits shall make the grievance void.

Extensions in the time limits prescribed above at the various steps of the procedure may be established by mutual written agreement only.

ARTICLE XXII - PREGNANCY/MATERNITY LEAVE

A. A Police Officer who becomes pregnant shall perform her regular duties

unless her physician certifies that she is incapable of performing her regular duties because of complications and/or problems due to the pregnancy (not merely the fact that she is pregnant). The Township may have the Officer examined by a physician of its choice to determine whether the Officer is capable of performing the normal duties of a Police Officer. If the Officer's physician and the Township's physician disagree, a third, independent physician jointly selected by the parties shall examine the Officer. The third physician's decision shall be final. During the time before the third physician makes a decision, the Officer may use accrued leave or take leave without pay.

B. The Officer may remain off work for up to nine (9) months from the date on which she becomes incapable of performing her normal duties because of pregnancy, unless a physician certifies that the Officer is experiencing medical complications or problems relating to the pregnancy which may require additional time off. Requests for additional time off based on such complications or problems will be evaluated on a case by case basis.

C. During her absence, the Officer may use accrued leave (including sick leave, vacation, holiday, personal time or Kelly time) and/or take unpaid leave. While the Officer is on paid leave, she will continue to accrue vacation leave, personal days, sick leave, holiday pay, uniform allowance and educational incentive. While the Officer is on unpaid leave, her position will be held open but she shall not continue to accrue and/or earn benefits, including but not limited to, vacation leave, personal days, sick leave, holiday pay, uniform allowance and educational incentive. The Officer will continue to be covered by the Township's health insurance for the duration of her approved absence and her seniority will continue to accrue during the absence.

D. If the Officer does not return to work within nine (9) months from the date on which she becomes incapable of performing her normal duties because of the pregnancy (unless the leave is extended for medical reasons), the Township shall be entitled to separate the Officer from employment through an honorable discharge. All Township pay and benefits shall cease after the approved leave has ended, except for any accrued time or benefits the Officer may have accumulated and any rights to pension benefits or the return of pension contributions.

ARTICLE XXIII - DRUG AND ALCOHOL POLICY

The Drug and Alcohol Policy and Testing Procedures have been adopted as provided and attached as Appendix "D" hereto.

ARTICLE XXIV - MISCELLANEOUS

A. *Nextel Service.* The Township will continue to provide all Police Officers with Nextel cellular phone service and if the Township changes service, the new service must be the same or equivalent of the current service.

B. *Pro-Ration of Benefits.* All Police Officers whose employment with the Township terminates will receive the unpaid balance of accrued vacation/holiday/personal time, including holidays through the date of termination, and a total of vacation and personal days representing a pro-rated amount of leave based on the date of termination. For example, an officer with five (5) years of service who leaves May 1 will be paid for New Year's Day and Easter Sunday Holidays; one and two-thirds (1 2/3) personal days and five vacation days.

C. *As Is Clause.* All existing benefits and practices previously enjoyed by the bargaining unit shall remain "as is" unless specifically modified by this agreement.

ARTICLE XXV - SCOPE OF CONTRACT

This agreement is intended to reflect the entire agreement between parties, and shall supersede any prior Township Policies, procedures, benefits or practices, whether oral or written between the Township and the Police Officers Association.

IN WITNESS WHEREOF, the parties hereto have set their respective hands on the below dates of this agreement.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

By: _____
Mike Domboski, Chair

By: _____
Al Wright, Vice Chair

By: _____
Wilson T. Lambert, Jr., Supervisor

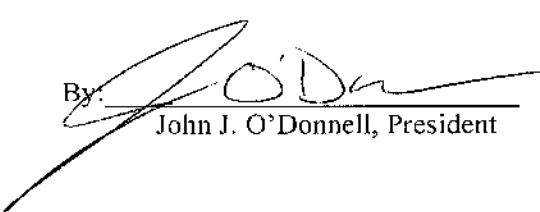
By: _____
Katja DiRado, Supervisor

By: _____
Deborah Stoff, Supervisor

ATTEST:

Scott Swichar, Township Manager/Secretary

**EAST FALLOWFIELD TOWNSHIP POLICE
OFFICERS ASSOCIATION**

By:  _____
John J. O'Donnell, President

ATTEST:

 _____
Association Secretary (Vice President)

**DIRT, GRAVEL AND LOW VOLUME ROAD
MAINTENANCE PROJECT AGREEMENT BETWEEN**

Chester **COUNTY CONSERVATION DISTRICT**
AND
East Fallowfield Township

Now, this 24 day of February, 2026, the Chester County
Conservation District ("district")
and East Fallowfield Township,
known wherein as the "project participant", agree as follows:

(1) East Fallowfield Township will
conduct, or cause to be conducted, a road maintenance project on specified portions of
Mortonville Road,
in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the
use of materials or practices that are environmentally harmful and in accordance with the
application and work plan attached hereto and incorporated herein. Any changes or
modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract
Provisions" required by the State Conservation Commission ("Commission"), the
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy"
which is hereby incorporated by reference and can be found at
www.dirtandgravelroads.org, as adopted by the Commission and as may be amended
from time to time, and the environmental standards approved by the Quality Assurance
Board, which are attached hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all
required federal, state, or local permits have been obtained prior to project
commencement on the portion of the project requiring a permit, and further agrees to
comply with all such permits as a condition of performing this agreement.

(5) The project participant shall ensure that this contract and all other
arrangements entered into pursuant to the implementation of this contract are in
conformance with all applicable local, state, and federal laws, rules, and regulations.
This includes prevailing wage act requirements that must be followed for any
contracts where the total project value is in excess of \$25,000.

(6) The district agrees to fund the eligible costs for this project in an amount up
to, but not exceeding, \$ 200,000.00. This contract can be amended
using the Program's "Contract Amendment Form" up to an additional 40% (or more
with SCC approval) of the original contract amount identified here, at the discretion of
the district.

(7) The project funds will be disbursed by the district to
East Fallowfield Township in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received under the program.

(9) Records must be kept for seven years from the date of project completion.

(10) The Commission will have access to all relevant program documents during that time.

(11) Neither the district nor the Quality Assurance Board shall be held responsible for any loss of life, personal injury, or property damages of any kind incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to complete a copy of the Project Completion Report when the project is completed.

(13) The project participant shall provide the district notice of at least 7 days prior to project commencement.

(14) The project participant shall complete the project no later than 7/1/2029, unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as determined by the district.

(16) This document and the attachments hereto constitute the entire agreement between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to be bound hereby.

FOR THE DISTRICT:

FOR: East Fallowfield Township

(Signed) (Date)

(Signed) (Date)

Chris Rodriguez
(Print Name)

Scott M. Swichar
(Print Name)

Urban Resource Conservationist
(Title)

Township Manager
(Title)

List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at
www.dirtandgravelroads.org

Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION

County Municipality			Official Use Only Application Type: ☐ Unpaved☐ Low Volume
ESM Certified Person Position Year			
Attachment A Grant Application and Workplan Replace this page with the Project Participant's completed grant application and approved workplan.			
Affected Stream or Tributary Road ID Number / Name			
Proposed Project Start Date	Proposed Completion Date	Is project considered an emergency? ☐ Yes ☐ No	

1. Work in or near streams, floodplains and wetlands may require permitting. List the permits that have been obtained or are pending. _____
2. Do the materials proposed to be used on the project meet State Conservation Commission conditions for non-polluting? ☐ Yes ☐ N/A
3. Identify the proposed work elements: ☐ Element 1 ☐ Element 2 ☐ Element 3 ☐ Element 4 ☐ Element 5
☐ Element 6 ☐ Element 7 ☐ Element 8 ☐ Element 9 ☐ Element 10 ☐ Element 11 ☐ Element 12 ☐ Element 13
☐ Element 14 ☐ Element 15 ☐ Element 16
4. On the back of the application, include a sketch of the road with the proposed work elements. Attach a photocopy of the Type 5 map with the work highlighted.
5. Project cost summary (attach additional documentation as needed)

<u>Grant Requested Funds</u>	<u>In-Kind Contributions</u>
Materials _____	Materials _____
Equipment _____	Equipment _____
Labor _____	Labor _____

Grant Requested..... \$ _____
In-Kind Contributions....\$ _____
Total Project Value.....\$ _____

Applicant Signature_____
Date

GENERAL CONTRACT PROVISIONS

The following provisions shall be incorporated into all contracts under the Dirt and Gravel Road Maintenance Program:

(1) Legality – All work under this Agreement shall be performed in accordance with applicable statutes, rules, and regulations of the Federal, State, and local governments.

(2) Changes – The parties to the Agreement hereby agree to execute minor adjustments to this Agreement via a letter of mutual consent approved by the District.

(3) Suspension – When the District determines that the terms and conditions of this Agreement are not materially being met, the District may, upon written notice to the Contractor, suspend the Agreement until corrective action has been taken to the satisfaction of the District, or until the Agreement has been terminated.

(4) Termination – The District may terminate the Agreement in whole, or in part, at any time before the date of completion if any of the following occurs:

- (a) It is determined that the terms and conditions of the Agreement have not been met. Prompt notification in writing of the termination, with effective date, will be made by the District. Payments or recoveries by the District shall be in accordance with the legal rights and obligations of the parties.
- (b) Anticipated State and/or Federal funds are not obtained or continued at a sufficient level.
- (c) The District, without cause, provides written notification to the Contractor with an effective termination date. Payments and recoveries by the District shall be in accordance with the legal rights and obligations of the parties.

(5) Extension of Time – The Agreement may be extended for additional periods beyond its established expiration date by written amendment to the Agreement. The extension of time must be approved by both of the contract parties prior to the expiration date of the Agreement.

(6) Conflict of Interest

- (a) Interest of Members of the Commonwealth and others – No officer, member, or employee of the Commonwealth who exercises any function or responsibilities under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested; nor shall any such officer, member, or employee of the Commonwealth, and no member of its

governing body, have any interest, direct or indirect, in this Agreement or the proceeds thereof.

- (b) Interest of Contractor – The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Agreement, it shall not knowingly employ any persons having such interests. Contractor further certifies that no member of the Board of Directors of the Contractor or any of its officers have such adverse interest.

(7) Hold Harmless – Contractor shall be responsible for and agrees to indemnify and hold harmless the District, the County, the Commission, and the Commonwealth from and against damages to property or injuries (including death) to any person and other losses, damages, expenses, claims, demands, suits, and actions by any party against the District, the County, the Commission, and the Commonwealth in connection with the work performed by the Contractor.

(8) Fiscal Records – Contractor agrees to maintain books, records, documents, correspondence, and other evidence pertaining to the costs and expenses of this Agreement (hereinafter collectively referred to as “the records”, to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and all other costs and expenses of whatever nature for which funding has been provided under the provisions of this Agreement, and in accordance with generally accepted accounting principles.

(9) Retention of Records – The records shall be retained by the District and be made available for audit for a period of three (3) years after final payment is made and the Agreement has expired and all other pending matters are resolved.

(10) Right to Audit – The District, the Commission, and the Office of Auditor General, or any of their duly authorized representatives, shall have access to the records of the Contractor for the purpose of making an audit of financial transactions, compliance with the Agreement terms, and an evaluation of Agreement performance. It is further understood that the District, the Commission, and the Office of Auditor General are authorized to make examination, excerpts, copies, and transcriptions of such records during the course of an audit.

(11) Indirect Costs – Where indirect costs are part of the amount charged to the District, the method of determining those costs must be identified with sufficient documentation to support its use. Regardless of the method used to calculate indirect costs, the amount charged must not exceed actual costs incurred.

Attachment C

Statement of Policy

Incorporated by reference, available at www.dirtandgravelroads.org.

Attachment D

Quality Assurance Board Standards

Chester County Dirt, Gravel, and Low Volume Road Quality Assurance Board Policies and Procedures

Purpose

The purpose of the Quality Assurance Board (referred to in this document as QAB) in Chester County is to make recommendations to the Chester County Conservation District Board of Directors (referred to in this document as the Board) regarding the Dirt, Gravel, and Low Volume Roads Program. The QAB will assist the Board in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt, Gravel, and Low Volume Roads Program.

The QAB will establish priorities and requirements for funding through the Dirt, Gravel, and Low Volume Roads Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB) and recommending eligible applications to the Board of Directors for funding that will address pollution in eligible affected areas.

Board Composition

The QAB in Chester County will be comprised of four members as follows: One non-voting chairman appointed by the Board, one voting member appointed by the Board, one voting member appointed by the Natural Resources Conservation Service (NRCS) and one voting member appointed by the Pennsylvania Fish & Boat Commission (PAFBC).

Meetings

QAB Meetings will be held as needed. QAB meetings will be sun shined when a quorum of voting members is present. QAB meetings will also be advertised on the District website. Minutes of the QAB meeting will be taken by the Chester County Conservation District (referred to in this document as the District) staff, approved by the QAB and filed with the Dirt and Gravel Road files.

Conflict of Interest

No officer, member, or employee of the Chester County Conservation District or the Quality Assurance Board who exercise any function or responsibility under any agreement or contract related to the Dirt and Gravel Road Maintenance Program, shall participate in any decision relating to any agreement or contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested. In the event of such a conflict, DGLVR policy does not allow the non-voting chair and a voting member to switch roles to avoid conflict of interest. The QAB chair can only vote to break a tie.

Equal Access to Funds

In order to ensure that eligible entities have equal access to funding the QAB will:

A.) Provide program updates to all eligible entities in a timely manner.

- B.) Application deadlines will be sent to all eligible entities.
- C.) Project applications will be accepted and ranked twice a year. March and September.
- D.) Ensure that District staff will be available for project evaluation and site assessment at the request of all eligible entities.
- E.) Prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Environmental Standards

All projects must adhere to the following:

- A.) All commercial products used by project participants within a project area shall be used and/or installed according to manufacturer's recommendations and label requirements.
- B.) Materials toxic to aquatic life, as defined by the Clean Streams law, shall not be used where surface runoff may enter surface or ground water.
- C.) Participants shall be in compliance with all applicable federal, state, and local laws, regulations, and requirements.
- D.) All materials proposed to be used on the site must meet all State Conservation Commission conditions for non-polluting.

Finance

- A.) All allocated funds shall be placed in a separate interest bearing account.
- B.) Interest shall be solely used for grants to municipalities.
- C.) All funds shall be used in accordance with the Dirt, Gravel, and Low Volume Roads Program Statement of Policy.

Eligibility

All applications must meet the following eligibility requirements:

- A.) The site must be a verified worksite in accordance with the Dirt, Gravel, and Low Volume Roads Program.
- B.) The person in charge of work plan development and project implementation have completed the two-day Environmentally Sensitive Road Maintenance Workshop (certification) within the last 5 years.

C.) Any projects with a total project value greater the \$25,000.00 are to be subject to prevailing wage law.

Applications for Funding

A.) The one-page the Dirt, Gravel, and Low Volume Roads Program Grant Application, developed for statewide use, will be distributed to all applicants upon request.

B.) The Conservation District will return all non-funded project applications to the applying entity with a reason the project was not funding at that time. The applying entity may reapply in the future.

C.) There is no restriction to the number of applications that can be submitted by one entity.

D.) Applications may include work outside of the applicant's road right of way provided the work is necessary for the successful completion and continued maintenance of non point source pollution problem corrected on the site. Any necessary easements outside the applicant's right of way are the responsibility of the applicant. Any work conducted off the right of way must have an agreement completed and signed by the landowner and the applicant prior to application submission. This agreement should include long term maintenance responsibilities and access.

E.) Project applications will be accepted and ranked twice a year. March and September.

F.) Any project involving the placement of Driving Surface Aggregate (DSA) must be tested and placed in accordance with the SCC DGLVR DSA Specification and Certification.

G.) A technician certified in the use of a Nuclear Density Meter must be onsite during the placement/compaction of the DSA to ensure proper compaction is achieved.

H.) Any project involving the placement of DSA funded through the Conservation District must be placed by a paver as outlined in the SCC DGLVR DSA Specification and Certification found in the DSA handbook.

Low Volume Road Policies

Projects in the Low Volume Road Program must contain benefits to both the road systems and the environmental systems. The balance between road improvements and environmental benefits will be considered in the QAB/District project ranking criteria and funding decisions.

1. Grant Applications for resurfacing a Low Volume Road alone will not be accepted for funding.
2. Before funding resurfacing work on a project, the following ESM principals should be addressed:
 - Drainage issues must be properly addressed
 - Base instability issues must be properly addressed
 - Other necessary and appropriate issues such as bank stability, road entrenchment, vegetation, must be properly addressed.

B.) Only paved roads with 500 vehicles per day or less are eligible for Low Volume Road Funding.

C.) The applicant is responsible for providing traffic counts before submitting an application for funding.

- D.) Traffic counts are considered valid for a period of 5 years, provided there are no new significant changes in traffic flow volumes or patterns.
- E.) Documentation of traffic counts using a signed “Traffic Count Validation Form” (appendix A) must be submitted prior to project funding.
- F.) Traffic counts only apply to a segment of road between intersections, not the entire length of road. Traffic counts should be done at the project location.
- G.) A level 2 traffic count for a minimum of 24 hours is required for Low Volume Road Funding. If the level 2 traffic count produces a count of 500 vehicles per day or less, the project on the road is considered eligible. If a Level 2 Traffic Count produces a count of more than 500 vehicles per day, a project on that road is not eligible for Low Volume Road Funding. 24 hour counts do not have to be broken up by hour or any smaller time unit.

A level 2 traffic count includes the following:

1. It must be conducted between March 1 and the week before Thanksgiving.
 2. It cannot be conducted on a holiday, or the day before or after a holiday.
 3. It must be conducted between 12 AM Tuesday and 12 AM Friday.
 4. It must be conducted for a minimum of 24 consecutive hours.
 5. Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.
- H.) A traffic count survey cannot be conducted in a timeframe or manner that intentionally causes artificially low average daily traffic counts on a particular road segment. This includes conducting a traffic count during summer recess for a school access road, or conducting a traffic count when access to a road segment is temporarily or partially restricted or reduced or conducting a traffic count in any other timeframe or manner that intentionally causes low average daily traffic counts.

Stream Crossings for Low Volume Roads

Policy for Structure Installation

All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must follow the DGLVR Stream Crossing Design & Installation Standard, unless an “Exemption from DGLVR Stream Crossing Standard” (see section 7.1.3) is applicable. The Standard and its attachments are available online at <https://www.dirtandgravel.psu.edu/> For projects receiving an Exemption from DGLVR Stream Crossing Standard, other site-specific requirements apply (see section 7.1.3).

Policy for Stream Crossing Eligibility for Replacement

Eligibility criteria for replacing stream crossings, in whole or in part, with DGLVR funds:

- Small Pipes: Existing stream crossing structures with an opening width less than or equal to 48" are automatically eligible for replacement regardless of their relationship to the bankfull channel width, as long as they are replaced according to DGLVR Policy.
- Multiple Pipes: Existing stream crossings consisting of multiple (side-by-side) pipes are automatically eligible for replacement regardless of their relationship to the

bankfull channel width, as long as they are replaced according to DGLVR Policy. This automatic eligibility applies to multiple pipes only, not multi-cell or multi-opening bridges.

- All Other Structures: For existing single-opening structures with an opening width over 48", only structures with a "structure opening width to bankfull channel width" ratio of 75% or less are eligible for replacement with DGLVR Program funds.
- SCC Notification: Conservation districts are required to notify the State Conservation Commission (SCC) of proposed stream crossing replacements as soon as practical before a contract is signed. An online notification system is available by logging in to the Center for Dirt and Gravel Road Studies website (same log-in as accessing the GIS system) at www.dirtandgravelroads.org.

Note: When measuring the width of an existing structure, measure the most limiting width (for example: the narrowest pipe in a series of "necked-down" pipes, or the narrowest point perpendicular to the flow between abutments of a skewed bridge).

Where the DGLVR Stream Crossing Policy Applies

All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must follow the DGLVR Stream Crossing Design & Installation Standard, unless an "Exemption from DGLVR Stream Crossing Standard" (see section 7.1.3) is applicable. The Standard and its attachments are available online at <https://www.dirtandgravel.psu.edu/>. For projects receiving an Exemption from DGLVR Stream Crossing Standard, other site-specific requirements apply (see section 7.1.3). For DGLVR Program purposes, the stream crossing policy outlined here applies to situations where streams, including intermittent channels, with identified bed and banks are flowing into the road or the uphill ditch. See section 7.1.3 for more information on Automatic and SCC-requested exemptions from the DGLVR Stream Crossing Standard. Contact the State Conservation Commission in questionable circumstances.

Routine maintenance of stream crossing structures is not eligible for DGLVR funding. This applies both to stream crossing structures that are ineligible to be replaced with DGLVR funds or are eligible for replacement with DGLVR funds but are not being replaced. For these structures, no work may be performed directly on the stream crossing structure or its components unless the structure is replaced according to DGLVR Program Policy. "Work" includes, but is not limited to, culvert lining, extending undersized stream crossings, bridge deck repairs, and adding or replacing headwalls and endwalls to an existing stream crossing structure. The policies and qualifications for replacement with DGLVR Program funds outlined here and in the DGLVR Stream Crossing Design & Installation Standard do not exempt projects from any permitting or engineering requirements. This policy is to determine the eligibility for stream crossing structural replacement with Program Funds. These qualifications do not exempt projects from any permitting or engineering requirements.

Ranking Procedure

All eligible applications will be ranked according to the following procedure:

A.) The attached "Dirt, Gravel, and Low Volume Road Grant Applicant Ranking Form" (Appendix Q) will be completed for each project by the District. The project will then be ranked based on the

score received from this form.

Project Selection

The following will be forwarded to the QAB for final site selection:

A.) Final Ranking and Score

B.) Grant Application

C.) Staff Recommendation

The QAB will prioritize projects based on the above information. In addition the QAB may consider other factors when prioritizing projects for funding. These factors may include the following:

A.) Eligible entity's program history and willingness to work with the conservation district.

B.) Availability of District Funding

The project selection process will be conducted by meeting or via conference call as determined on a case by case basis. Any projects that are selected based on reasons other than the ranking system, a summary of the factors considered shall be included in the meeting minutes and/or Dirt, Gravel, and Low Volume Roads Program Files. Any unfunded applications will be returned to the applicant after each round of funding has been completed.

Funding Procedures

When an application has been accepted and approved by the Board, the District will enter into a contract agreement with the successful applicant. No funding transfers can take place with grant applicants, and no project work can begin without a signed contract. The contract states the terms and conditions for the project. After a contract is completed, the funds will be distributed by the Conservation District in the following manner:

A.) Upon execution of the project contract, the District can forward 50% of the grant amount requested, to the participating applicant.

B.) Up to an additional 20% of the contract amount may be reimbursed to the applicant. The applicant must provide documentation to verify the additional expenditures.

C.) 100% of the contract amount will be held until project is complete and has been final inspected by the QAB and/or District personnel.

D.) For a project to be deemed complete a project performance report meeting between the District and the Applicant must be held. At this meeting, the applicant shall provide all documentation to verify reimbursable expenditures covered by the grant.

E.) In no case will reimbursement exceed actual expenditures.

F.) The eligible entity is responsible for retaining receipts, weigh slips, labor accounting, and all other documents necessary to verify expenditures.

- G.) Expenditures in excess of the grant amount must be approved by the QAB.
- H.) The QAB, at its discretion, may opt to not reimburse applicants for expenditures in excess of the grant amount for which approval has not been granted.
- I.) Expenditures in excess of 120% of the grant amount require a new contract
- J.) The applicant must notify the Conservation District at least 7 days prior to the start of construction.
- K.) The applicant must obtain any applicable E&S plans and Chapter 105 permits for stream work and/or wetland encroachments prior to the start of construction and/or advancement of funds.
- L.) The applicant has two years to complete the approved contract. If unable to complete in two years, the applicant must request, in writing, a time extension. Such request must include justification for the request.
- M.) The QAB shall consider the written request for extension and approve or disapprove the extension.
- N.) For projects which are not completed within the time frame specified in the contract or an approved extension, the QAB may, at its discretion, take any actions it deems necessary. Including, but not limited to, any of the following actions:
1. Recommend that the Board terminate the contract and withhold any additional payments to the applicant.
 2. Require the applicant to return any expended and /or unexpended grant funding as determined by the Quality Assurance Board.
- O.) Upon project completion, a final inspection must be scheduled on site involving the District and the grant recipient prior to final grant funding. During the final inspection, the district may find elements of the project that were not installed or were not installed to Program or District standards. If so, remediation work may be required of the grant recipient before the project can be considered complete. The District will verify any remediation work meets Program standards before making final payment.
- P.) The project completion timeline is now shortened from 2 years to 18 months, in order to meet the spending requirements in the new SCC 5 year agreement.

ATTACHMENT E
to Contract

**Dirt, Gravel, and Low Volume Road Maintenance Program
Schedule of Payments to Program Participants**

The conservation district agrees to disburse funds under this project agreement in the following manner:

- (1) Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$ 100,000.00 to be applied towards payment of eligible expenses incurred in the performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.
- (2) The district shall process subsequent payments to the project participant on an actual cash expended basis.
- (3) The district shall withhold \$ 60,000.00 of the approved project expenses until the satisfactory completion of the project (minimum of 30% of the contract). Final payment for the project expenses shall be made only after a final inspection by the district determines that the work has been performed consistent with the project application and the work plan, and to the satisfaction of the district.
- (4) All claims submitted by the program participant pursuant to this agreement shall be submitted to the district in accordance with this schedule and the terms and conditions contained in the approved project agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the project cost summary contained in the approved project application and work plan. Claims shall include receipts, weigh slips, and/or other appropriate supporting information to document actual expenditures by the project

Pa Dirt, Gravel, and Low Volume Road Program

Prevailing Wage Notification and Acknowledgment Form

Conservation District Notification to Grant Recipient

Date: 2/24/2026
(notification date)

The Chester Conservation District is providing East Fallowfield Township
(district name) (grant recipient)

this letter as an attachment to the Dirt, Gravel, and Low Volume Road contract on

Mortonville Road Road regarding the grant recipient's responsibility to meet
(road name / #)

prevailing wage requirements. For projects exceeding a total project value of \$25,000, the grant recipient must obtain a prevailing wage determination through the Department of Labor and Industry (DLI) and included it with the bid package for any contracted labor. Municipal employees are not subject to prevailing wage law.

By signing this form, the grant recipient acknowledges receipt of prevailing wage requirements from the Conservation District. If you have any questions regarding prevailing wage, please contact the PA Department of Labor and Industry, Bureau of Labor Law Compliance, at 800-932-0665, or visit: <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/prevailing-wage>

Grant Recipient Acknowledgement to Conservation District

I hereby acknowledge that I have read and understand the above notification to

East Fallowfield Township to comply with Pennsylvania's prevailing wage law.
(grant recipient)

Scott M. Swichar
Printed Name (grant recipient signee)

Signature (grant recipient signee)

Township Manager
Title (grant recipient signee)

Date Acknowledged

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSIONS ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

*FRINGE BENEFITS EXPLANATION (FB): Bona fide benefits contribution, except those required by Federal or State Law (unemployment tax, workers’ compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care
- 2) Pension or retirement
- 3) Life insurance
- 4) Disability
- 5) Vacation
- 6) Other

Attachment G

Prevailing Wage Certified Statement of Compliance

Where applicable, replace this page with the completed Prevailing Wage Certified Statement of Compliance as obtained from the job contractor(s).

- 1. The undersigned certifies that:
 - (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961, P.L. 987 as amended, 43 P.S. § 165-11(e).
 - (b) No part of this contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

- (c) It is the contractor’s responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

- 2. The undersigned certifies that:
 - (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961, P.L. 987 as amended, 43 P.S. § 165-11(e).
 - (b) No part of this contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

- 3. The undersigned certifies that:
 - (a) the legal name and the business address of the contractor or subcontractor are:

- (b) The undersigned is: ☐ a single proprietorship ☐ a corporation organized in the state of ☐ a partnership ☐ other organization (describe)

- (c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

(DATE)

SEAL

(SIGNATURE)

(TITLE)

Taken, sworn and subscribed before me this _____ Day of _____ A.D., _____



Zoning Hearing Board Application

Submission:

- Submit 11 full sets of whole application/complete packets.
- Check due at drop off made out to East Fallowfield Township for \$1,500.

Check All Applicable Requests for Hearing:

☐ Request for Variance

☐ Challenge to Validity of Zoning Ordinance

☒ Request for Special Exception

☐ Appeal from Decision of Zoning Officer

Subject Property Address: 20 Wilmington RD Coatesville PA 19320

Tax Parcel #: _____ Zoning District: R2

Name of Property Owner(s): Leon Lapp

Property Owner Address: 20 Wilmington RD Coatesville PA 19320

Telephone #: 717-715-2828 Email: leonlapp5@gmail.com

Name of Applicant (if not owner): _____

Applicant Address: _____

Telephone #: _____ Email: _____

Interest of Applicant: _____

(ex. Tenant, equitable owner under agreement of sale, etc.)

Consultant/Attorney/Representative

Name: _____ Firm: _____

Address: _____

Telephone #: _____ Email: _____



1. State the present use of the property which is the subject of this application: Residential
2. State the proposed use of the property which is the subject of this application: Bed and Breakfast
3. State the section(s) of the Zoning Ordinance under which the Hearing is being requested:
27-602-3-F w/ section 27-1705 section 1-A through K
4. Please describe the grounds for the application (attach additional explanations on a separate sheet if necessary):
 - a. If a request for a variance, please set forth the variances requested and the hardship to support the granting of such variances:
 - b. If a request for a special exception, please identify the proposed special exception, including the applicable section(s) of the Zoning Ordinance:
27-602-3-F w/ section 27-1705 section 1-A through K
 - c. If this is an appeal from a determination of the Zoning Officer, what was the determination, and what is the error alleged?:
 - d. If a challenge to the validity of the Zoning Ordinance, please specify the Section(s) of the Zoning Ordinance claimed to be invalid and the grounds for such alleged invalidity:



5. The following are additional requirements for all special exception requests:
(include 7 copies of each of the following)

- a. Written report providing all of the information required by Chapter 27 – Zoning, Part 22, §27-2203. Applications for Hearings
- b. Listing of names and addresses of adjoining property owners, including properties directly across a public right-of-way.
- c. Ground floor plans and elevations of proposed structures.
- d. A scaled site plan with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the Zoning Ordinance. Please note that photographs are helpful to the reviewer. Show all the following (if applicable):
 - i. a dimensions and number of parking spaces
 - ii. proposed/existing front yard setback from the property line with distance shown
 - iii. proposed/existing side yard setback from the property line with distance shown
 - iv. proposed/existing rear yard setback from the property line with distance shown
 - v. location and size of building(s)
 - vi. size of area to be used for storage use, warehouse use, work space or any other use of applicable facilities that may be helpful in reviewing the application
 - vii. driveway location, dimensions, and material
 - viii. sign location and dimensions
 - ix. dumpster location and method of screening
 - x. lighting location(s), type, size, and height
 - xi. lot lines
 - xii. clear sight triangle(s)
 - xiii. any other information that would be helpful in the review process.
- e. A written description of the proposed use in sufficient detail to demonstrate compliance with all applicable provisions of the Zoning Ordinance, including the following:
 - i. each of the Specific Criteria attached to the requested special exception as listed in Chapter 27 – Zoning, Part 22, §27-2207. Jurisdiction and Functions;
 - ii. the Zone requirements in which the subject property is located (ex. setbacks, lot area, lot width, lot coverage, height, landscaping, etc.);
 - iii. the General Provisions requirements listed in the Zoning Ordinance (ex. vehicular access, off-street parking and loading, signs, screening and landscaping, etc.);
 - iv. for expansion or alteration of nonconforming uses, each of the criteria listed in



- Chapter 27 – Zoning;
 - v. for substitution or replacement of nonconforming uses, those criteria listed in Chapter 27 – Zoning;
 - vi. for special exceptions proposed in the Floodplain Zone, those regulations contained in the Zoning Ordinance; and
 - vii. each of the General Criteria listed in the Zoning Ordinance.
- f. Signs: If the applicant anticipates erecting a sign, the sign information must be submitted with the paperwork for this hearing. Signs must be approved by the Zoning Hearing Board at the hearing.
6. The following are additional requirements for all variance requests:
(include 7 copies of each of the following)
- a. A written description of the proposed use in sufficient detail to demonstrate compliance with each of those criteria listed in Chapter 27 – Zoning, Part 22, §27-2207. Jurisdiction and Functions;
 - b. Listing of names and addresses of adjoining property owners.
 - c. A scaled site plan with sufficient detail and accuracy to depict the nature of the request and reflect its relationship with adjoining properties, and their improvements. Please note that photographs are helpful to the reviewer. Show all the following *(if applicable)*:
 - i. dimensions and number of parking spaces
 - ii. proposed/existing front yard setback from the property line with distance shown
 - iii. proposed/existing side yard setback from the property line with distance shown
 - iv. proposed/existing rear yard setback from the property line with distance shown
 - v. location and size of building(s)
 - vi. size of area to be used for storage use, warehouse use, work space or any other use of applicable facilities that may be helpful in reviewing the variance application
 - vii. driveway location, dimensions, and material
 - viii. sign location and dimensions
 - ix. dumpster location and method of screening
 - x. lighting location(s), type, size, and height
 - xi. lot lines
 - xii. clear sight triangle(s)
 - xiii. any other information that would be helpful in the review process.
 - d. For use variances, a written report and scaled site plan demonstrating compliance with all applicable provisions of the Zoning Ordinance including the following:
 - i. the Zone requirements in which the subject property is located (ex, setbacks, lot area, lot width, lot coverage, height, landscaping, etc.);



- ii. the General Provisions requirements listed in the Zoning Ordinance (ex. vehicular access, off-street parking and loading, signs, screening and landscaping, etc.)
7. This application is not complete until the fee established for such applications by ordinance or resolution of the East Fallowfield Township Board of Supervisors has been paid by Applicant and all information required by this application has been furnished. The hearing fee is \$1,500. (all checks should be made payable to "East Fallowfield Township".)
8. In making this application, the Applicant agrees to pay all fees required by the fee schedule adopted by the East Fallowfield Township Board of Supervisors by ordinance or resolution in effect on the date of the application.
9. Applicant agrees to post a sign(s) (provided by the Township) at conspicuous locations along the perimeter of the subject property sufficient to notify potentially interested citizens of the zoning hearing. The sign(s) shall be posted continuously at least one week prior to the date of the hearing. Applicant agrees to return the sign(s) to the East Fallowfield Township Municipal Building on the night of the hearing.
10. If the application is approved, Applicant, in accordance with Chapter 27 – Zoning, Part 22, §27-2208. Expiration of Special Exception and Variance, will have six (6) months from the date of such approval to apply for and secure a zoning permit and commence the authorized construction. All authorized construction must be completed within twelve (12) months from the date of such approval. Should the applicant fail to obtain the necessary permits within said six (6) month period, or having obtained the permit should he fail to commence work thereunder within said six (6) month period, it shall be conclusively presumed that the applicant has waived, withdrawn, or abandoned his application, and all provisions, variances and permits granted to him shall be deemed automatically rescinded by the Board. Should the applicant commence construction or alteration within said six (6) month period, but should he fail to complete such construction or alteration within said twelve (12) month period, the Board may upon ten (10) days' notice in writing, rescind or revoke the granted variance or special exception, or the issuance of the permit, or permits, or the other action authorized to the applicant, if the Board finds that a good cause appears for the failure to complete within such twelve (12) month period, and if the Board further finds that conditions have so altered or changed in the interval since the granting of the variance, permit or action, that revocation or rescission of the action is justified.

BY SIGNING THIS APPLICATION, I, THE APPLICANT, DO HEREBY VERIFY THAT I HAVE REVIEWED AND UNDERSTAND THE STATEMENTS MADE IN THIS APPLICATION AND THAT ALL SUCH STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. THESE STATEMENTS ARE BEING GIVEN BY ME TO INDUCE OFFICIAL ACTION ON THE PART OF THE EAST FALLOWFIELD TOWNSHIP ZONING HEARING BOARD, AND I UNDERSTAND



THAT ANY FALSE STATEMENTS MADE HEREIN ARE BEING MADE SUBJECT TO PENALTIES OF 18 PA. C.S. §4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

[Signature]
Signature of Applicant*

1-20-2026
Date

Leon K. Lapp
Printed Name as Signed Above

(*If the application is being made by a person other than the property owner, attach a written authorization from the owner consenting to the application and designating you as his agent.)

FOR ADMINISTRATION USE ONLY:

Date Received: 2-6-2026

Received By: [Signature]

Clock Date: 2-10-2026

Total Cost: 1500-

Date Advertised (2 successive weeks no more than 30 days and no less than 7 days before the hearing)

First Date: _____

Second Date: _____

Property Posting (at least one week before hearing)

Completed by: _____

Date Posted: _____

Date of Hearing (within 60 days of application) _____

Date of Decision (within 45 days of last hearing) _____

Decision: _____



Conditions of Approval: _____

Chairman Signature

Secretary Signature

Member Signature

Part 22

Zoning Hearing Board

§27-2201. Establishment and Membership.

There shall be a Zoning Hearing Board in accordance with the provisions of Article IX of the Municipalities Planning Code, Act 247, as amended, 53 P.S. §10901 et seq.

- A. The Zoning Hearing Board shall consist of three members who shall be appointed by resolution of the Board and who shall be residents of the Township.
- B. The Zoning Hearing Board shall designate one such member to serve until the first day of January following the effective date of this Chapter, one until the first day of the second January thereafter, and one until the first day of the third January thereafter. Shall appoint their successors on the expiration of their respective terms to serve 3 years, and shall fill any vacancy for the unexpired term of any member whose term becomes vacant.
- C. Any Board member may be removed for malfeasance, misfeasance, or nonfeasance in office, or for other just cause by majority vote of the Board of Supervisors which appointed the member, taken after the member has received 15 days advance notice of the intent to take such a vote. A hearing will be held in connection with the vote if the member shall request it in writing.
- D. The members of the Zoning Hearing Board shall hold no other office in the Township.

(Ord. 2002-06, 11/11/2002, §2201)

§27-2202. Organization.

1. The Zoning Hearing Board shall elect, from its members, its officers, who shall serve annual terms as such and may succeed themselves.
2. For the conduct of any public hearing and the taking of any action, quorum shall not be less than a majority of all the members of the Zoning Hearing Board, but the Zoning Hearing Board may appoint a Hearing Officer from its own membership to conduct any hearing on its behalf and the parties may waive further action by the Zoning Hearing Board, as provided in



§27-2206 below.

3. The Zoning Hearing Board may make, alter, and rescind rules and forms for its procedure consistent with the provisions of this Chapter and the laws of the Commonwealth.
4. The Zoning Hearing Board shall keep full public record of its business, which records shall be property of the Township, and shall submit a report of its activities to the Board of Supervisors; as requested.

(Ord. 2002-06, 11/11/2002, §2202)

§27-2203. Applications for Hearings.

1. Applications for hearings before the Zoning Hearing Board shall be filed with the Zoning Hearing Board or their designee, together with the proper fee.
2. An application for a special exception or variance from the terms of this Chapter shall state:
 - a. The name and address of the applicant.
 - b. An application for a special exception or variance from the terms of this Chapter shall state:
 - i. A brief description and location of the real estate to be affected by such proposed change.
 - ii. A statement of the present zoning classification of the real estate in question, the improvements thereon, and the present use thereof.
 - iii. A statement of the section of this Chapter under or from which the exception or variance requested may be authorized, and reasons why it should be granted.
 - iv. A reasonably accurate description of the present improvements and the additions intended to be made under the application or appeal, if any, indicating the size of such proposed improvements, material, and general construction thereof. In addition, there shall be attached, a plot plan to scale of the real estate to be affected, indicating the location and size of the lot and size of improvements now erected and proposed to be erected thereon.
 - v. Any additional information as may be otherwise required by this Chapter.
3. Applications for other than special exception, or variance from terms of this Chapter shall contain sufficient written information to fully describe the intended use. Where, in the sole discretion of the Zoning Officer, it is inappropriate for the applicant to furnish plans and/or specifications, or any other relevant information incident to intended use, such information shall be required to be submitted with the application.
4. In the event that any required information is not furnished, the application shall be refused and the fee returned to the applicant.
5. The hearing before the Zoning Hearing Board or Hearing Officer shall be held within 60 days from the date of receipt of the applicant's request, unless the applicant has agreed in writing to an extension of time. Each subsequent hearing before the Zoning Hearing Board or Hearing Officer shall be held within 45 days of the prior hearing, unless otherwise agreed to in writing or on the record by the applicant. Any party aggrieved by the schedule or progress of the hearings may appeal to the Court of Common Pleas for judicial relief. The hearing shall be completed no later than 100 days after the completion of the applicant's case-in-chief, unless extended for good cause upon application to the Court of Common



Pleas. An applicant shall complete the presentation of his case-in-chief within 100 days of the first hearing. Upon the request of the applicant, the Zoning Hearing Board or Hearing Officer shall assure that the applicant receives at least 7 hours of hearings within the 100 days, including the first hearing. Persons opposed to the application shall complete the presentation of their opposition to the application within 100 days of the first hearing held after the completion of the applicant's case-in-chief. An applicant may, upon request, be granted additional hearings to complete his case-in-chief provided the persons opposed to the application are granted an equal number of additional hearings. Persons opposed to the application may, upon the written consent or consent on the record by the applicant and Township, be granted additional hearings to complete their opposition to the application provided the applicant is granted an equal number of additional hearings for rebuttal.

(Ord. 2002-06, 11/11/2002, §2203)

§27-2204. Notice of Hearings.

The Zoning Hearing Board shall give notice as follows:

- A. By publishing a notice thereof in a newspaper of general circulation within the Township once a week for 2 successive weeks, not less than 7, nor more than 30 days prior to the hearing.
- B. By mailing notice thereof to the applicant and to any person who has made timely request for the same. In addition, said notice of said hearing shall be conspicuously posted on the affected tract of land at least 1 week prior to the hearing.
- C. By mailing notice thereof to the Township Zoning Officer, to the Chairman of the Township Board of Supervisors and to the Chairman of the Township Planning Commission.
- D. The Zoning Hearing Board may mail notice thereof to the owner of every lot on the same street within 500 feet of the lot or building in question on every lot not on the same street within 200 feet of said lot building. But failure to give notice, either in part or in full, as stated by this paragraph, shall not invalidate any action taken by the Zoning Hearing Board.
- E. The notice herein required shall state the name of the applicant, the location of the lot or building and the general nature of the question involved, and the date, time, and location of the hearing. In addition thereto, when a hearing is required under §27-2206, the notice shall state that the validity of the Chapter or map is in question and shall note that copy of the landowner's request, including plans and proposed amendments may be examined by the public at the Township during regular business hours.

(Ord. 2002-06, 11/11/2002, §2204)

§27-2205. Expenditures for Services; Fees.

1. Within the limits of funds appropriated by the Board of Supervisors, the Zoning Hearing Board may employ or contract for, secretaries, clerks, legal counsel, consultants, and other technical and clerical services. Members of the Zoning Hearing Board may receive compensation for the performance of their duties, as may be fixed by the Board of Supervisors.
2. The applicant before the Zoning Hearing Board shall deposit with the Treasurer of the Township, such a sum of money as set forth in the fee schedule adopted by resolution of the Boards of Supervisors to pay for the cost of the hearing.



3. The following administrative costs incurred by the Township relative to hearings before the Zoning Hearing Board shall be paid from the application filing fee:
 - a. Cost of preparation of required notices.
 - b. Cost of mailing notices, including postage.
 - c. Cost of advertising.
 - d. Cost of posting notice or verification.
 - e. Duplication or copying costs.
 - f. An equal share of the court reporter's attendance fee.
 - g. Cost of stenographic record, if such record is requested by the Zoning Hearing Board or the applicant.
 - h. Other costs related to the application.
4. Continued Hearings and Collection of Fees.
 - a. In the event more than one hearing is necessary on any application, as promptly as may be possible following the initial hearing, the Zoning Hearing Board shall determine the total amount of all costs incurred, and shall deduct same from the application fee. In the event the application is, at any time, insufficient to cover the costs incurred or reasonably anticipated to be incurred, the Zoning Hearing Board shall notify the applicant, provide the applicant with a written copy of each item, and shall require the applicant to pay, within 10 days of such notification, any balance then due; together with a further minimum deposit of one-half of the initial filing fee. In the event of multiple hearings, all costs shall be reported and collected in accordance with this procedure.
 - b. The failure of the Zoning Hearing Board to demand additional deposits from time to time shall not relieve the applicant of liability for costs, charges, expenses, and fees in excess of deposit; and in the event of default, such shall be recovered by such action as is by law provided.
 - c. All funds deposited by the application excess of the actual cost of the hearing or hearings shall be returned to the applicant upon completion of the proceeding.

(Ord. 2002-06, 11/11/2002, §2205)

§27-2206. Hearings.

The Zoning Hearing Board shall conduct hearings and make decisions in accordance with the following requirements:

- A. Hearings of the Zoning Hearing Board shall be held at the call of the Chairman and at a reasonable time and place for public hearings notification of said hearing shall be provided as set forth in §27-2204.
- B. The hearings shall be conducted by the Zoning Hearing Board or the Zoning Hearing Board may appoint any member or an independent attorney as the Hearing Officer. The decision, or where no decision is called for, the findings, shall be made by the Zoning Hearing Board, however, the appellant or the applicant, as the case may be, in addition to the Township, may, prior to the decision of the hearing, waive decision or findings by the Zoning Hearing Board and accept the decision or findings of the Hearing Officer as final.



- C. The parties to the hearing shall be any person who is entitled to notice under §27-2204 without special request therefor, who has made timely appearance of record before the Zoning Hearing Board and any other person permitted to appear by the Zoning Hearing Board.
- D. The Chairman or acting chairman of the Zoning Hearing Board or the Hearing Officer presiding shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by the parties.
- E. The parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence, to argue and to cross-examine adverse witnesses on all relevant issues.
- F. Formal rules of evidence shall not apply, but irrelevant, immaterial, unduly repetitious and hearsay evidence shall be excluded and other inadmissible evidence may be excluded at the discretion of the Zoning Hearing Board.
- G. The Zoning Hearing Board or the Hearing Officer, as the case may be, shall keep a stenographic record of the proceedings and a transcript of the proceedings and copies of graphic or written material received in evidence shall be made available to any party at cost.
- H. The Zoning Hearing Board or the Zoning Hearing Officer shall not communicate, directly or indirectly, with any party or his representatives in connection with any issued involved, except upon notice of any communication, reports, staff memoranda, or other materials, except advice from their Solicitor, unless the parties are afforded an opportunity to contest the material so noticed and shall not inspect the site or its surroundings with any party or his representative after the commencement of the hearing, unless all parties are given an opportunity to be present.
- I. The Zoning Hearing Board or the Hearing Officer, as the case may be, shall render a written decision, or, when no decisions called for, make written findings on the application within 45 days after the last hearing before the Zoning Hearing Board or Hearing Officer.
 - i. Each decision shall be accompanied by findings and conclusions based thereon; together with the reasons therefor. Conclusions based on any provisions of this Chapter or of any act, rule, or regulation, shall contain a reference to the provision relief was granted upon and the reasons why the conclusion is deemed appropriate in light of the facts found.
 - ii. If the hearing is conducted by the Hearing Officer and there has been no stipulation that this decision or findings are final, the Zoning Hearing Board shall make its report and recommendations available to the parties within 45 days, and the parties shall be entitled to make written representations thereon to the Board prior to final decision or entry of its findings, and the decision of the Zoning Hearing Board shall be entered no later than 30 days after the report of the Hearing Officer.
 - iii. Except for substantive challenges filed under §916.1 of the Municipalities Planning Code, 53 P.S. §10916.1, where the Zoning Hearing Board fails to render a decision within the 45-day period required by this clause; fails to hold a hearing within 60 days from the applicant's request, unless the applicant has agreed or shall agree in writing to an extension of time; or fails to complete the required hearing as provided in §27-2203.5, the decision shall be deemed to have been



rendered in favor of the applicant.

- J. A copy of the final decision, or where no decision is called for, of the findings; shall be delivered to the applicant personally or mailed to him not later than the day following its date. To all other persons who have filed their name and address with the Zoning Hearing Board not later than the last day of the hearing, the Zoning Hearing Board shall provide, by mail or otherwise, brief notice of the decisions or findings and a statement of the place at which the full decision or findings may be examined.

(Ord. 2002-06, 11/11/2002, §2206)

§27-2207. Jurisdiction and Functions.

1. The Zoning Hearing Board shall have exclusive jurisdiction to hear and render final adjudications in the following matters:
 - a. Substantive challenges to the validity of this Chapter, except those brought before the Board of Supervisors pursuant to §609.1, "Procedure for Landowner Curative Amendments," and §916.1(a)(2), "Challenge to Validity of Ordinance," of the Municipalities Planning Code, Act 247, as amended, 53 P.S. §§10609.1, 10916.1(a)Q).
 - b. Challenges to the validity of this Chapter raising procedural questions or alleged defects in the process of enactment or adoption, which challenges shall be raised by an appeal taken within 30 days after the effective date of this Chapter. Where the ordinance appealed from is the initial zoning ordinance of the Township and a Zoning Hearing Board has not been previously established, the appeal raising procedural questions shall be taken directly to court.
 - c. Appeals from the determination of the Zoning Officer including, but not limited to, the granting or denial of any permit, or failure to act on the application therefor, the issuance of any cease and desist order, or the registration or refusal to register any nonconforming use, structure, or lot.
 - d. Appeals from a determination by the Township Engineer or the Zoning Officer with reference to the administration of Part 15, "Flood Hazard District," of this Chapter.
 - e. Applications for variances from the terms of this Chapter pursuant to §910.2 of the Municipalities Planning Code, Act 247, as amended, 53 P.S. §10910.2.
 - f. Applications for special exceptions under this Chapter pursuant to §912.1 of the Municipalities Planning Code, Act 247, as amended, 53 P.S. §10912.1.
 - g. Appeals from the Zoning Officer's determination, under §916.2, "Procedure to Obtain Preliminary Opinion," of the Municipalities Planning Code, Act 247, as amended, 53 P.S. §10916.2.
 - h. Appeals from the determination of the Zoning Officer or Township Engineer in the administration of this Chapter, or provision thereof, with reference to sedimentation and erosion control and stormwater management, insofar as the same relates to development.
2. *Variances.*
 - a. The Zoning Hearing Board shall hear and decide requests for variances where it is alleged that the provisions of this Chapter inflict unnecessary hardship on the applicant. The Zoning Hearing Board may by rule prescribe the form of application, as provided by §27-2102, "General Permit Regulations." The Zoning Hearing Board



may grant a variance, provided the following findings are made, where relevant, in a given case:

- i. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this Chapter in the neighborhood or district in which the property is located.
 - ii. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of this Chapter and that the authorization a variance is therefore necessary to enable the reasonable use of the property.
 - iii. That such unnecessary hardship has not been created by the applicant.
 - iv. That the variance, if authorized, will neither alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
 - v. That authorization of variances in the Flood Hazard District shall be consistent with the requirements of §27-1508 of this Chapter.
 - vi. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.
- b. In granting any variance, the Hearing Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Chapter.
3. *Special Exceptions.* The Zoning Hearing Board shall hear and decide requests for special exceptions where this Chapter has stated special exceptions are to be granted pursuant to the following express standards and criteria, in addition to such other considerations and determinations as may be required by the Municipalities Planning Code, Act 247, as amended, 53 P.S. §10101 et seq., and other provisions of this Chapter. The Zoning Hearing Board shall:
- a. Give full consideration to the size, scope, extent, and character of the exception desired and assure itself that such request is consistent with the plan for future land use in East Fallowfield Township and with the spirit, purpose, and intent of this Chapter.
 - b. Take into consideration the character and type of development in the area surrounding the location for which the request is made and determine that the proposed change or modification, if permitted, will constitute an appropriate use in the area and will not substantially injure or detract from the use of surrounding property or from the character of the neighborhood.



- c. Consider the public interest in, or the need for the proposed use or change that determines that the proposal will serve the best interest of the Township, the convenience of the community (where applicable) and the public health, safety, and general welfare.
- d. Make certain that the proposed change is reasonable in terms of the logical, efficient, and economical extension of public services and facilities including, but not limited to, public water and sewer, police and fire protection, transportation, and public schools.
- e. Be guided in its study, review, and recommendations by sound standards or subdivision practice, where applicable.
- f. Review the recommendations of the Planning Commission on the proposed development plan, where such plan is required. The Zoning Hearing Board shall not be bound by such recommendations, nor shall the Zoning Hearing Board be bound by the action of the Board of Supervisors in relation to the development plan.
- g. Guide the development of highway frontage insofar as possible so as to limit the total number of access points, reduce the need for on-street parking and encourage the frontage of buildings on parallel marginal roads or on roads perpendicular to the highways.
- h. Consider, where pertinent, the effects of the proposal, with respect to congestion on the roads or highway, the most appropriate use of land, conserving the value of buildings, safety from fire, panic, and other dangers, adequacy of light and air; the prevention of overcrowding of land; congestion of population and adequacy of public and community services and determine that approval of the application will not have a substantially adverse effect thereon.
- i. Be assured that the natural features and processes characterizing the proposed site and its surroundings shall not suffer unmitigated degradation, that the management of stormwater, the provisions of water or sewer service, and any other alterations to the site's pre-development conditions shall be consistent with Township goals, practices, and plans in these regards, and that demand for water and energy by the proposed, use shall be minimized to the optimal extent.
- j. Impose such conditions, in addition to those required as are necessary to assure that the intent of this Chapter is complied with, and which are reasonably necessary to safeguard the health, safety, morals, and general welfare of the residents of the Township at large, and the residents and owners of the property adjacent to the area in which the proposed use is to be conducted. Conditions may include, but are not limited to, harmonious design of buildings, aesthetics, hours of operation, lighting, in accordance with §27-1809, "Lighting," of this Chapter, numbers of persons involved, and performance standards, in accordance with §27- 1810, "Performance Standards."
- k. Special Conditions. In addition to conforming with the general standards above, and all other applicable regulations contained in this Chapter, the proposed special exceptions shall conform with all conditions for that use as given in Part 17.

(Ord. 2002-06, 11/11/2002, §2207)



§27-2208. Expiration of Special Exception and Variance.

Unless otherwise specified by the Zoning Hearing Board, a special exception or variance shall expire if the applicant fails to obtain a building permit or a use and occupancy permit, as the case may be, within 6 months from the date of authorization thereof.

(Ord. 2002-06, 11/11/2002, §2208)

§27-2209. Parties Appellant Before the Board.

An appeal to the Zoning Hearing Board under §§27-2207.1.A, .B, .C, .D, .G, and .H may be filed with the Zoning Hearing Board in writing by the landowner affected, any officer or agency of the Township, or any person aggrieved. Requests for a variance under §27-2207.2 and for a special exception under §27-2207.3 may be filed with the Zoning Hearing Board by any landowner or any tenant with the permission of such landowner.

(Ord. 2002-06, 11/11/2002, §2209)

§27-2210. Time Limitations.

1. No person shall be allowed to file any proceeding to the Zoning Hearing Board later than 30 days after an application for development, preliminary or final, has been approved by an appropriate Township officer, agency, or body if such proceeding is designed to secure reversal or to limit the approval in any manner unless such person alleges and proves, that he had no notice, knowledge, or reason to believe that such approval had been given:
 - a. If such person has succeeded to his interest after such approval, he shall be bound by the knowledge of his predecessor in interest.
 - b. The failure of anyone other than the landowner to appeal from an adverse decision on a tentative plan pursuant to §709 of the Municipalities Planning Code (MPC), Act 247, as amended, 53 P.S. §10709, or from an adverse decision by the Zoning Officer on a challenge to the validity of this Chapter or Zoning Map pursuant to §916.2 of the MPC, 53 P.S. §10916.2, shall preclude an appeal from a final approval except in the case where the final submission substantially deviates from the approved tentative approval.
2. All appeals from determinations adverse to the landowners shall be filed by the landowner within 30 days after notice of the determination is issued.

(Ord. 2002-06, 11/11/2002, §2210)

§27-2211. Stay of Proceedings.

1. Upon filing of any proceeding referred to in §27-2209, and during its pendency before the Zoning Hearing Board, all land development pursuant to any challenged ordinance, order, or approval of the Zoning Officer, or of any agency or body, and all official action thereunder, shall be stayed, unless the Zoning Officer or any other appropriate agency or body certifies to the Zoning Hearing Board facts indicating that such stay would cause imminent peril to life or property. In such case, the development or official action shall not be stayed otherwise than by a restraining order, which may be granted by the Zoning Hearing Board or by the court having jurisdiction of zoning appeals on petition after notice to the Zoning Officer or other appropriate agency or body.
2. When an application for development, preliminary or final, has been duly approved and

East Fallowfield Township
www.eastfallowfield.org
secretary@eastfallowfield.org



2264 Strasburg Road
East Fallowfield, PA 19320
610-384-7144 (f) 610-384-7143

proceedings designed to reverse or limit the approval are filed with the Zoning Hearing Board by persons other than the applicant, the applicant may petition the court have jurisdiction of zoning appeals to order such persons to post bond as a condition to continuing the proceedings before the Zoning Hearing Board. Where such a petition is presented, the procedures outlined in §915.1(b), (c) and (d) of the Municipalities Planning Code, 53 P.S. §10915.1(b), (c) and (d) shall apply.

(Ord. 2002-06, 11/11/2002, §2211)

§27-2212. Appeals.

Any person aggrieved by any decision of the Zoning Hearing Board, or any taxpayer or any officer of the Township may, within 30 days after any decision of the Zoning Hearing Board, appeal to the Court of Common Pleas of Chester County.

(Ord. 2002-06, 11/11/2002, §2213)

20 Wilmington Rd:

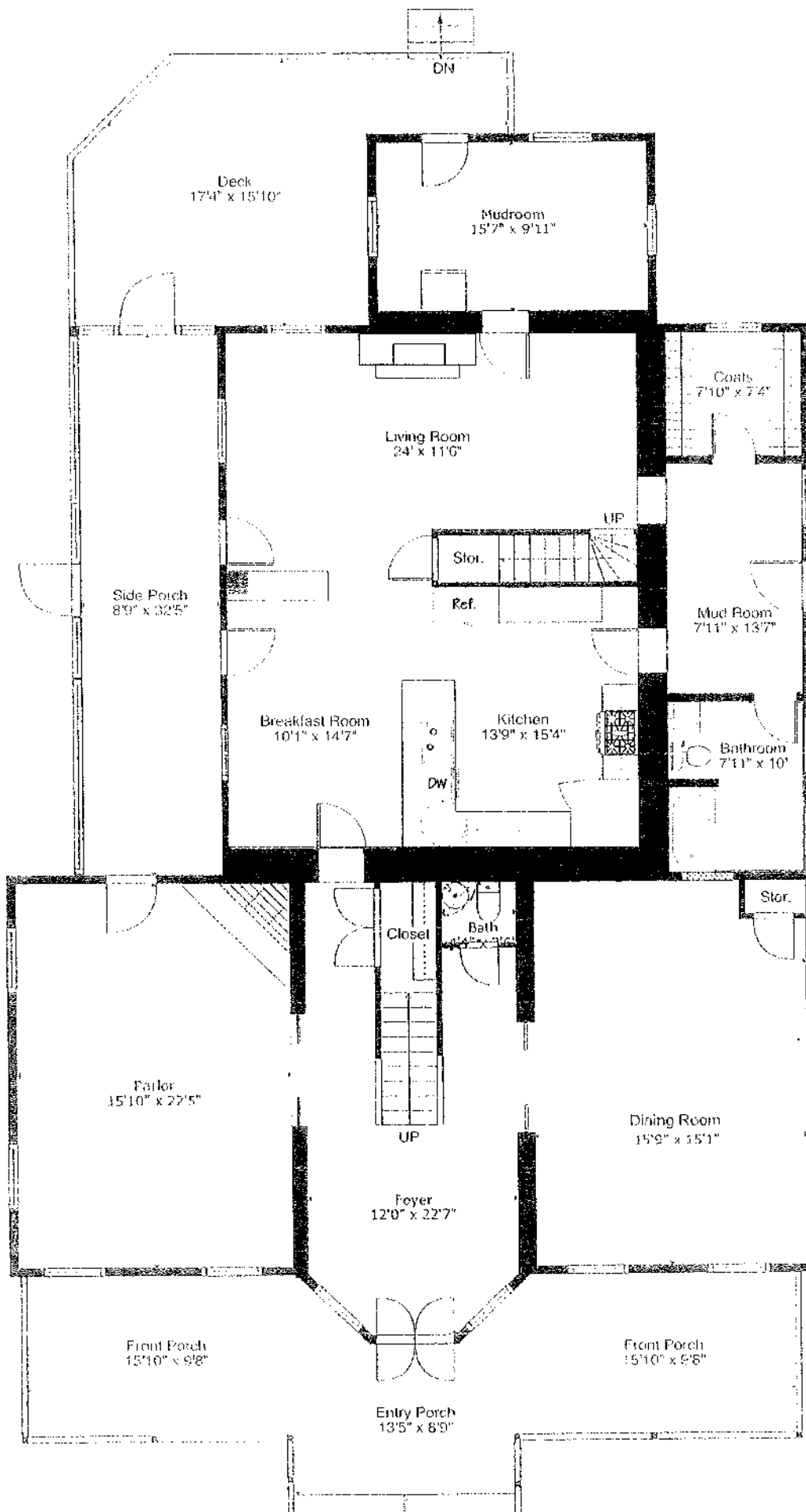
We request for special exception as per section 27-602-3-F with section 27-1705 to be permitted to host a Bed & Breakfast in our primary residence. We have a 6 bed 6 bath home, and would like to be able to host others in a maximum of 4 of our 2nd floor bedrooms, along with 2 full bathrooms.

We will provide 4 dedicated parking spots on our gravel and macadam parking areas on the west elevation.

They will have access to our kitchen and outdoor grill to use for their own cooking purposes. We do not plan to provide food as a service.

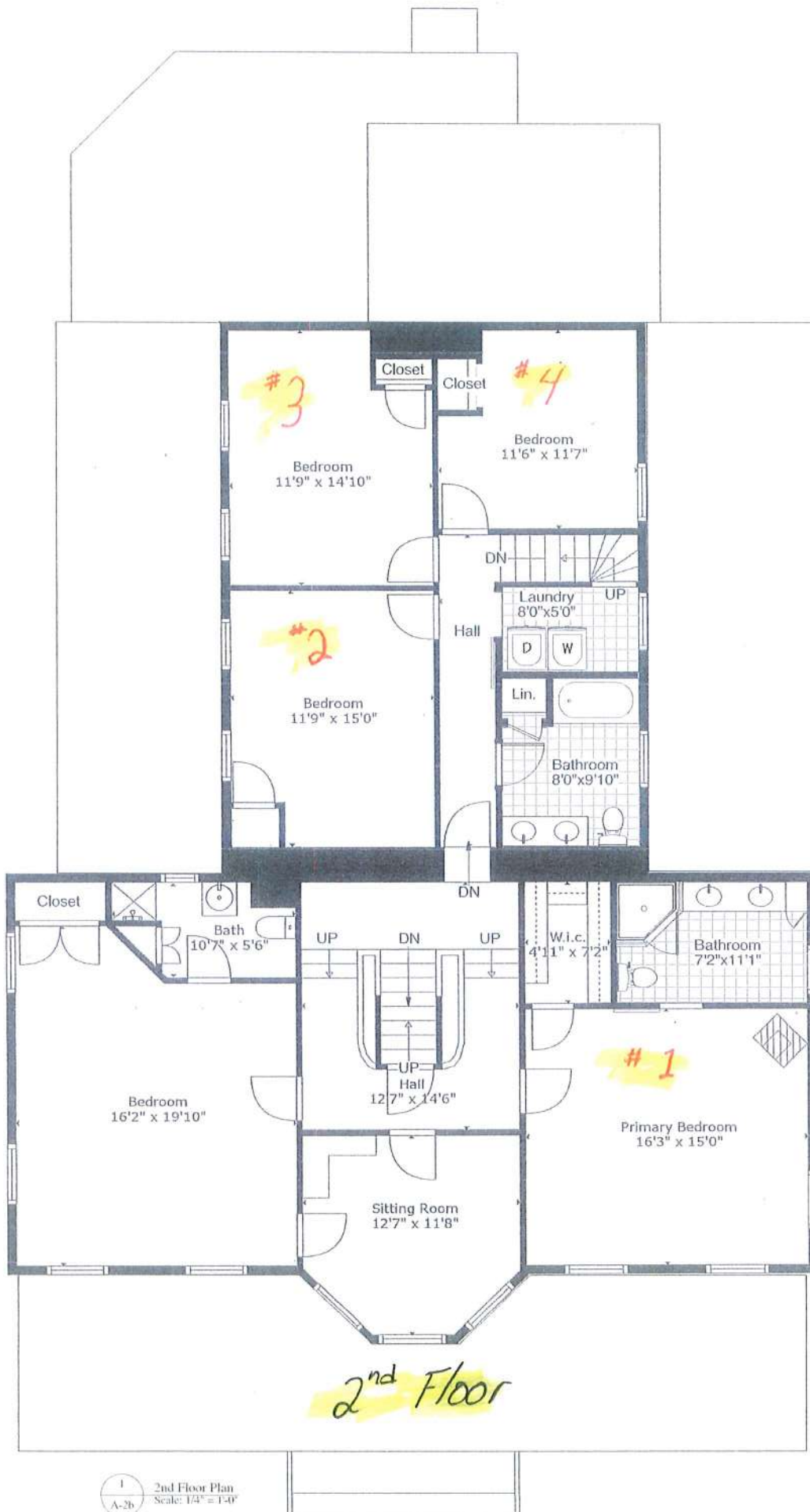
We will maintain a current guest registration. There is a hardwired and monitored smoke detector in each bedroom, and a smoke/carbon monoxide detector on each floor.

There will be a fire extinguisher on each floor, with an exit plan in each bedroom along with exit signs and lights.



See Floor Plan
Schedule 10-1-10

1st floor





East (Front) Elevation



North elevation



South Elevation



West Elevation



7 designated
parking spots

3-12x16 parking spots on existing driveway



Garage
Barn



4-12x16
parking spots
on existing
gravel area





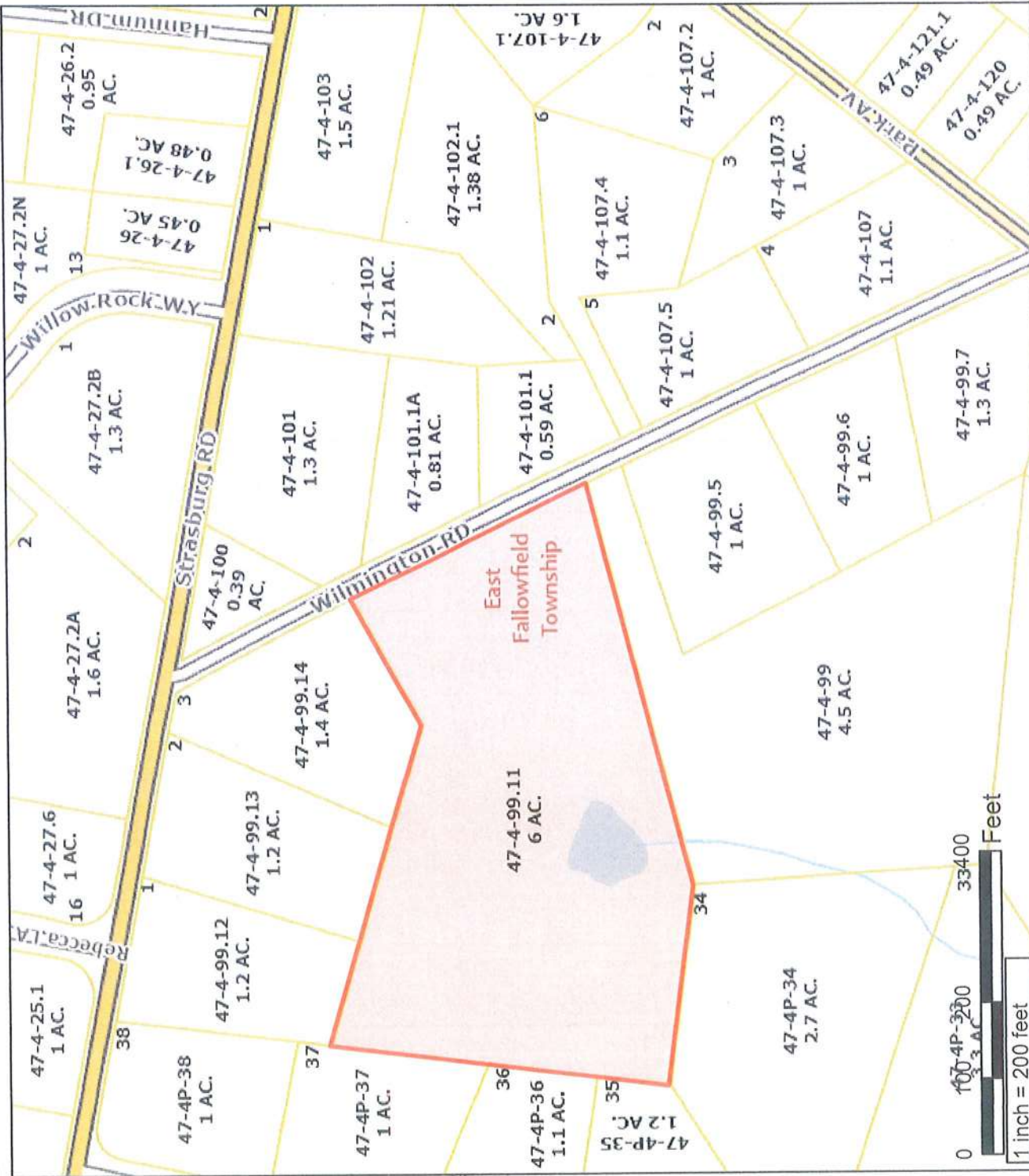
Find Information

PARID: 4704 00991100
 UPI: 47-4-99.11
 Owner1: LAPP LEON K
 Owner2: LAPP MIRIAM S
 Mail Address 1: 20 WILMINGTON RD
 Mail Address 2: COATESVILLE PA
 Mail Address 3:
 ZIP Code: 19320
 Deed Page: 670
 Deed Recorded Date: 11/01/2024
 Legal Desc 1: W OF WILMINGTON ROAD
 Legal Desc 2: 6.1 AC DWG GAR & BLDGS
 Acres: 6
 LUC: R-20
 Lot Assessment: 58860
 Property Assessment: 214640
 Total Assessment: 273500
 Assessment Date: 12/12/2025 9:23:31 AM
 Property Address: 20 WILMINGTON RD
 Municipality: EAST FALLOWFIELD
 School District: Coatesville Area

Map Created:
 Thursday, January 15, 2026

County of Chester

Limitations of Liability and Use:
 County of Chester, Pennsylvania makes no claims to the completeness, accuracy, or content of any data contained herein, and makes no representation of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied or inferred with respect to the information or data furnished herein. For information on data sources visit the OLS Services page listed at www.chesco.org/ge.



Adjoining properties and across public right-of-way to subject Bed & Breakfast 20 Wilmington Rd.

10 Wilmington Rd Coatesville PA 19320

15 Wilmington Rd Coatesville PA 19320

25 Wilmington Rd Coatesville PA 19320

30 Wilmington Rd Coatesville PA 19320

3 Prince Edwards Dr Coatesville PA 19320

5 Prince Edwards Dr Coatesville PA 19320

7 Prince Edwards Dr Coatesville PA 19320

9 Prince Edwards Dr Coatesville PA 19320

2870 Strasburg Rd Coatesville PA 19320

2880 Strasburg Rd Coatesville PA 19320

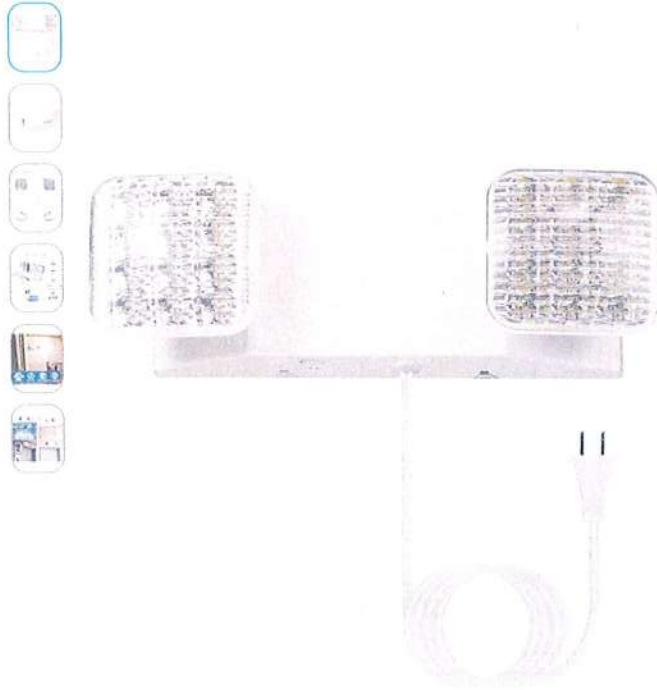
Deliver to Leon
Coatesville 19320

All ▾ emergency lighting for home

All Rufus Same-Day Delivery Amazon Haul Medical Care ▾ Prime ▾ Prime Video Groceries ▾ Keep Shopping For Amazon Basics

Tools & Home Improvement Best Sellers Deals & Savings Gift Ideas Power & Hand Tools Lighting & Ceiling Fans Kitchen & Bath Fixtures Smart Home

Tools & Home Improvement ▸ Lighting & Ceiling Fans ▸ Commercial Lighting ▸ Emergency Light Fixtures



GZRUIYANG LED
Emergency Lights
with Battery
Backup,
Commercial
Emergency Light
Fixtures for
Business Home
Power Failure
Emergency Exit
Sign Lighting with
1.0 Meter Plug,
Adjustable Square
Head

Brand: GZRUIYANG

4.6 (78) |

[Search this page](#)

Amazon's Choice

\$23⁹⁹

[Price history](#)

Thank you for being a Prime Member. Pay ~~\$23.99~~ \$0.00 for this order; get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime Card. Terms apply. [Learn more](#)

[Click to see full view](#)

\$23⁹⁹

Two-Day

FREE delivery **Thursday, January 22.** Order within **7 hrs 49 mins**

[Shorter shipping distance](#)

Deliver to Leon - Coatesville
19320

In Stock

Quantity: 1

Add to cart

Buy Now

Ships from Amazon

Sold by RUIYANG LIGHTING

Returns **FREE 30-day
refund/replacement**

Packaging **Ships in product
packaging**

See more

Add to List

Ask Rufus

Can it be used outdoors? Does it have an automatic on feature?

Is it easy to mount on a wall? Ask something else

Two-Day

FREE Returns

Size: 1 Pack

1 Pack

2 Pack

4 Pack

6 Pack

Color: White with Plug



\$19.99
FREE Delivery
Thursday



\$19.99
FREE Delivery
Overnight 4
AM - 8 AM



\$23.99
FREE Delivery
Thursday



\$23.99
FREE Delivery
Thursday

Brand GZRUIYANG

Color White with Plug

Material Plastic

Style Classic

Light Wall
fixture
form

Subtotal
\$614.94

Go to Cart

asurion
protection

3 YEAR

\$64.99

Qty: 1



\$549.95

Qty: 1



About this item

- This emergency light is made of injection-molded thermoplastic ABS shell, UL-94V-0 flame retardant, so that the emergency lights with battery backup can continue to operate in the event of a fire or earthquake. Each adjustable lamp head is equipped with super bright LED lights to illuminate every corner in the dark.
- The emergency lights includes a 3.28 ft. long cable and a US 2-prong plug, just plug in and use, allowing for flexible placement wherever you need it most. Easy installation.
- This commercial emergency light has a built-in nickel-cadmium 3.6V backup battery that can provide at least 90 minutes of emergency operation during a power outage and can be safely charged. Use 120V AC universal voltage operation, suitable for home power failure.
- 【WIDE RANGE APPLICATION】 This fire emergency light is widely used in home power outages and commercial facilities, to provide lighting for schools, churches, hospitals, canteens, commercial and industrial buildings, office buildings, exit doors or stairs and other locations.

› See more product details

[Report an issue with this product or seller](#)

Similar item with fast delivery



Amazon's Choice

Apmeetlux LED
Emergency Lights
with Battery
Backup
Commercial
Emergency Light
Fixtures for
Business Home
Power Failure
Outage Exit Sign
Lighting with Plug
in Cord AC85-
277V 200lm
4Hours

(268)

\$20.59

Subtotal

\$614.94

Go to Cart

asurion
protection

3 YEAR

\$64.99

Qty: 1





\$549.95

Qty: 1



Customers also bought

Based on products customers bought together



This item: GZRUIYANG LED
Emergency Lights with Battery
Backup, Commercial Emergenc...

4.678

\$23⁹⁹

Looking for specific info?

Ask Rufus or search reviews and Q&A

Can it be used outdoors?

Does it have an automatic on feature?

Is it easy to mount on a wall?

What is the battery life?

Does it come with a test button?

Videos

Help others learn more about this product by uploading a video!

Upload your video

Product information

Features & Specs	
Room Type	Entryway
Specific Uses For Product	Home
Indoor Outdoor Usage	Indoor
Power Source	AC
Control Method	Touch
Light Source	LED
Number of Light Sources	1
Light Color	White
Lighting Method	LED
Bulb Base	E26 Medium
Switch Type	Automatic
Water Resistance Level	Not Water Resistant
Mounting Type	Monopoint with Canopy
Fixture Type	Non Removable

User guide

Warranty & Support

Amazon.com Return Policy: **Amazon.com Voluntary 30-Day Return Guarantee:** You can return many items you have purchased within 30 days following delivery of the item to you. Our Voluntary 30-Day Return Guarantee does not affect your legal right of withdrawal in any way. You can find out more about the exceptions and conditions [here](#).

Total price: \$72.55

Add all 3 to Cart

These items are shipped from and sold by different sellers.
[Show details](#)

Subtotal
\$614.94

Go to Cart


asurion
protection
3 YEAR
\$64.99

Qty: 1


asurion
protection
3 YEAR
\$549.95

Qty: 1

Deliver to Leon Coatesville 19320 Industrial & Scientific Search Amazon EN Hello, Leon Account & Lists Returns & Orders 2

All Rufus Same-Day Delivery Amazon Haul Medical Care Prime Prime Video Groceries Keep Shopping For Industrial & Scientific Janitorial & Facilities Safety Supplies Medical Supplies Food Service Diagnostic Equipment Material Handling Tools & Home Improvement Lighting & Ceiling Fans Commercial Lighting Lighted Exit Signs



Photoluminescent Exit Sign Red - Aluminum - UL 924 Code Approved/IBC/NFPA 101 | NightBright USA Part Number ULR-050

Visit the NightBright USA Store 4.6 (219) Search this page

Amazon's Choice

50+ bought in past month

\$44⁹⁰

Price history

Overnight

FREE Returns

With Amazon Business, you would have saved \$384.53 in the last year. Create a free account and save up to 4% today.

Brand NightBright USA
Size 14 25x7 5 inch
Color Red
Material Aluminum
Mounting Wall Mount
Type

Item Weight 8 ounces

See more

About this item

- Frameless Photoluminescent 50' Red EXIT Sign (Includes Removable Arrows) Does Not Require Electrical Wiring
- No Expiration Date | High Performance Photoluminescent Signs. Only Requires 5 ft Candle of Ambient Light
- UL 924 Listed
- Code Compliant NFPA 101, International Building Code, International Fire Code
- Size: 14.25" x 7.5" - Mounting screws are not included. Single Sided
- Made in USA

See more product details

Report an issue with this product or seller

Similar item to consider

Amazon's Choice

Amazon Basics Acrylonitrile Butadiene Styrene LED Emergency Exit Sign, UL Certified, 1-Pack, Double Face Exit, Hardwired with Battery Backup, Red (758)

\$20.25

\$44⁹⁰

Overnight

FREE delivery Overnight
4 AM - 8 AM. Order within 45 mins

Shorter shipping distance

Deliver to Leon - Coatesville 19320

In Stock

Quantity: 1

Add to cart

Buy Now

Ships from Amazon

Sold by NightBright USA

Returns FREE 30-day refund/replacement

Customer service Amazon

See more

Add to List

amazon business

Save up to 4% on this product with business-only pricing.

Create a free account

Subtotal \$614.94

Go to Cart

osurion protection

3 YEAR

\$64.99

Qty: 1



\$549.95

Qty: 1



Ask Rufus

Does it glow in the dark?

Is it easy to install?

Can it be used outdoors?

Ask something else

Customers also bought

Based on products customers bought together



Total price: \$76.88

Add all 3 to Cart

These items are shipped from and sold by different sellers.

[Show details](#)

This item: Photoluminescent Exit Sign Red - Aluminum - UL 924 Code Approved/IBC/NFPA 101 |...

4.6 219

\$44⁹⁰

Product description

Aluminum Photoluminescent Sign | FLAT MOUNT

High Quality Photoluminescent Sign / Glow in the Dark / No Expiration Date / Removable Arrows

UL 924	ETL Listed to UL 924 Standard
ASTM	ASTM 2072 E
OSHA	OSHA standard at 29 CFR [1910.37(b)(7)]
UL 746 C	ETL LISTED / IMPACT TEST

Looking for specific info?

Ask Rufus or search reviews and Q&A

[Does it glow in the dark?](#) [Is it easy to install?](#) [Can it be used outdoors?](#) [Is it made of durable material?](#)

Product information

Item details

Feedback

Would you like to [tell us about a lower price?](#)

Features & Specs

Measurements

Additional details

Videos

Help others learn more about this product by uploading a video!

Upload your video

Customer reviews

4.6 out of 5

219 global ratings

Customers say

Customers find the exit sign to be of good quality, with one mentioning it's a perfect replacement for old Tritium signs, and they appreciate its functionality, with one noting it works well in areas without power. The sign is bright, with one customer mentioning it stays

Subtotal
\$614.94

Go to Cart

asurion
protection

3 YEAR

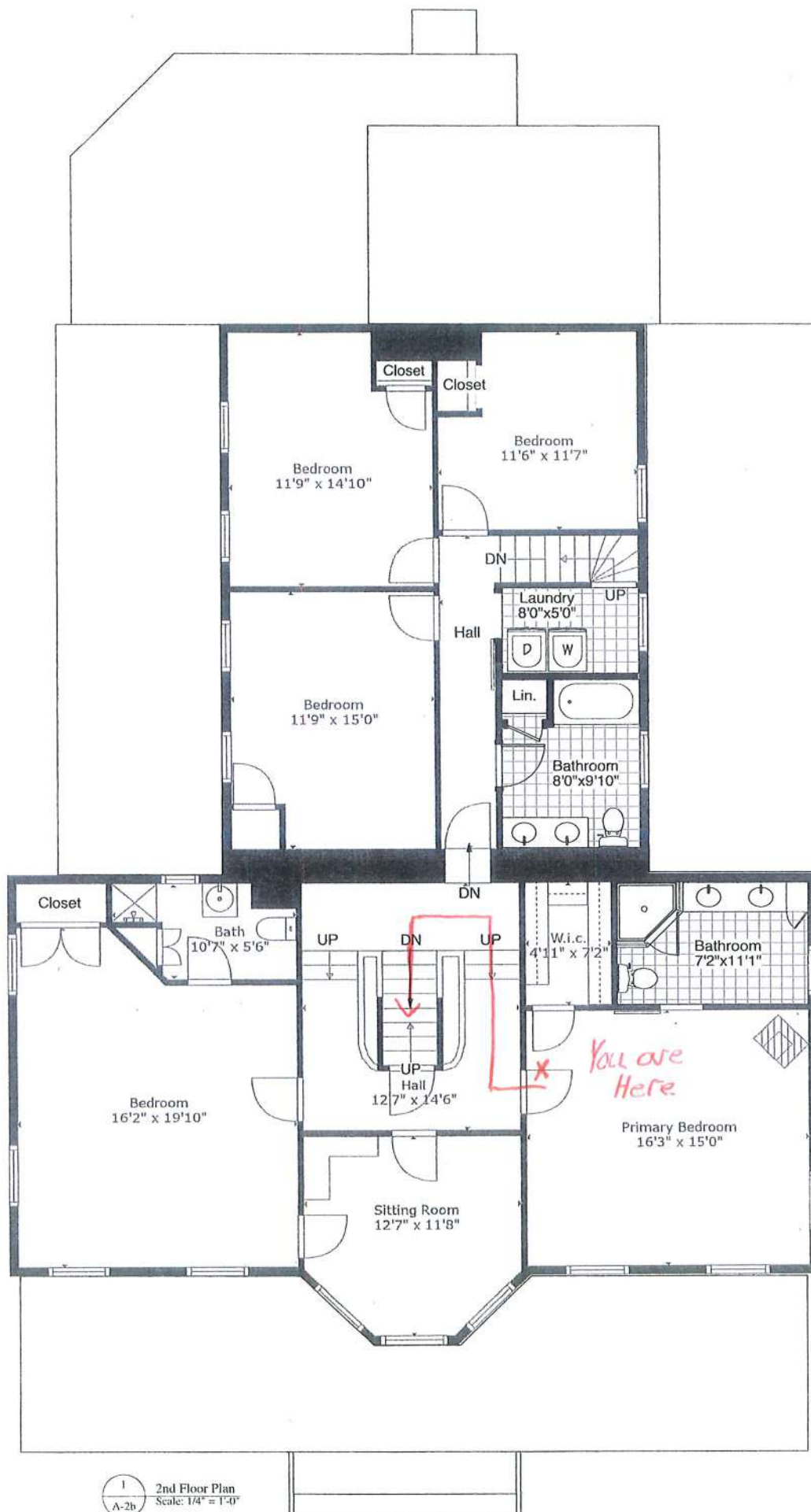
\$64.99

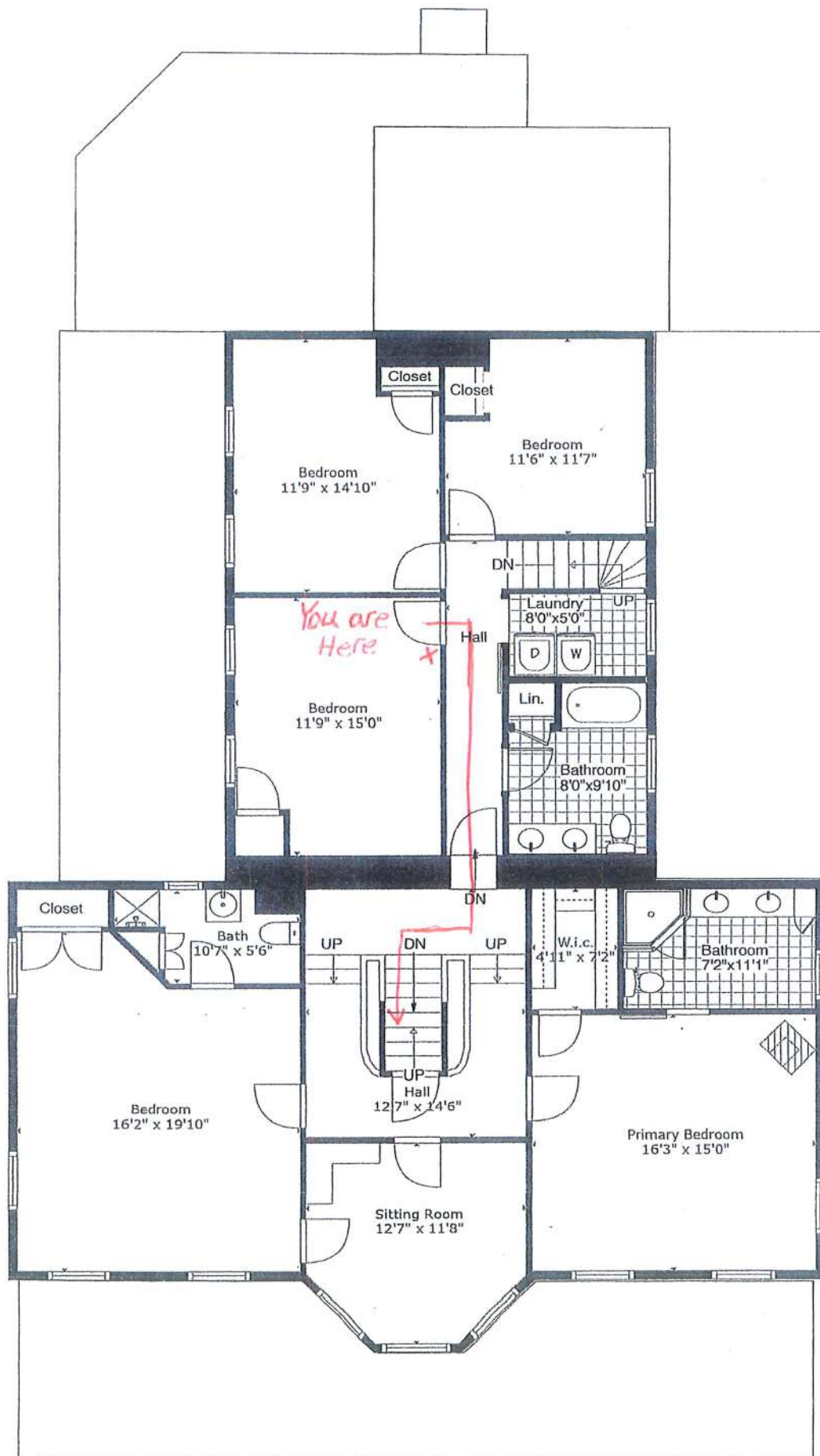
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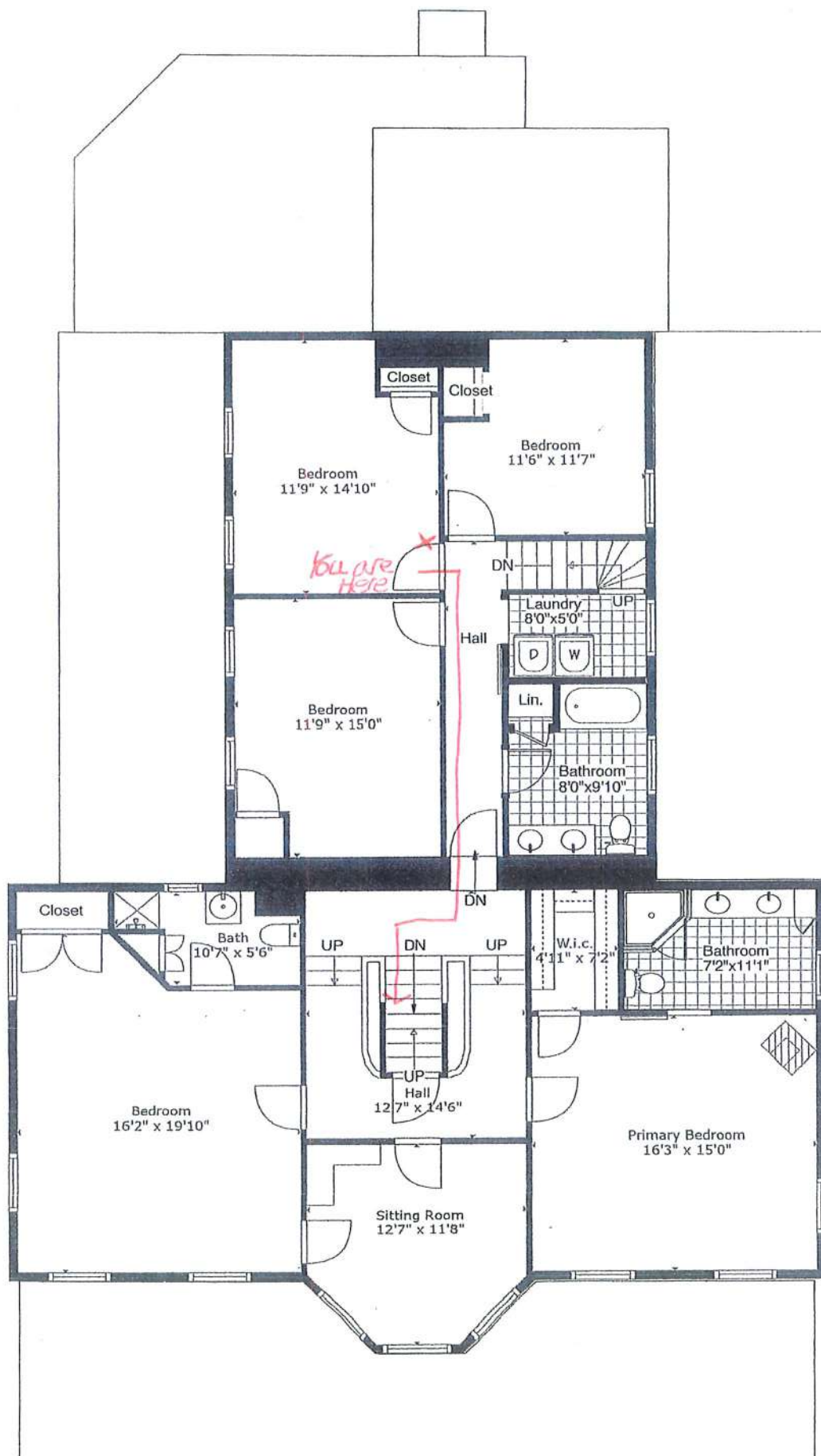


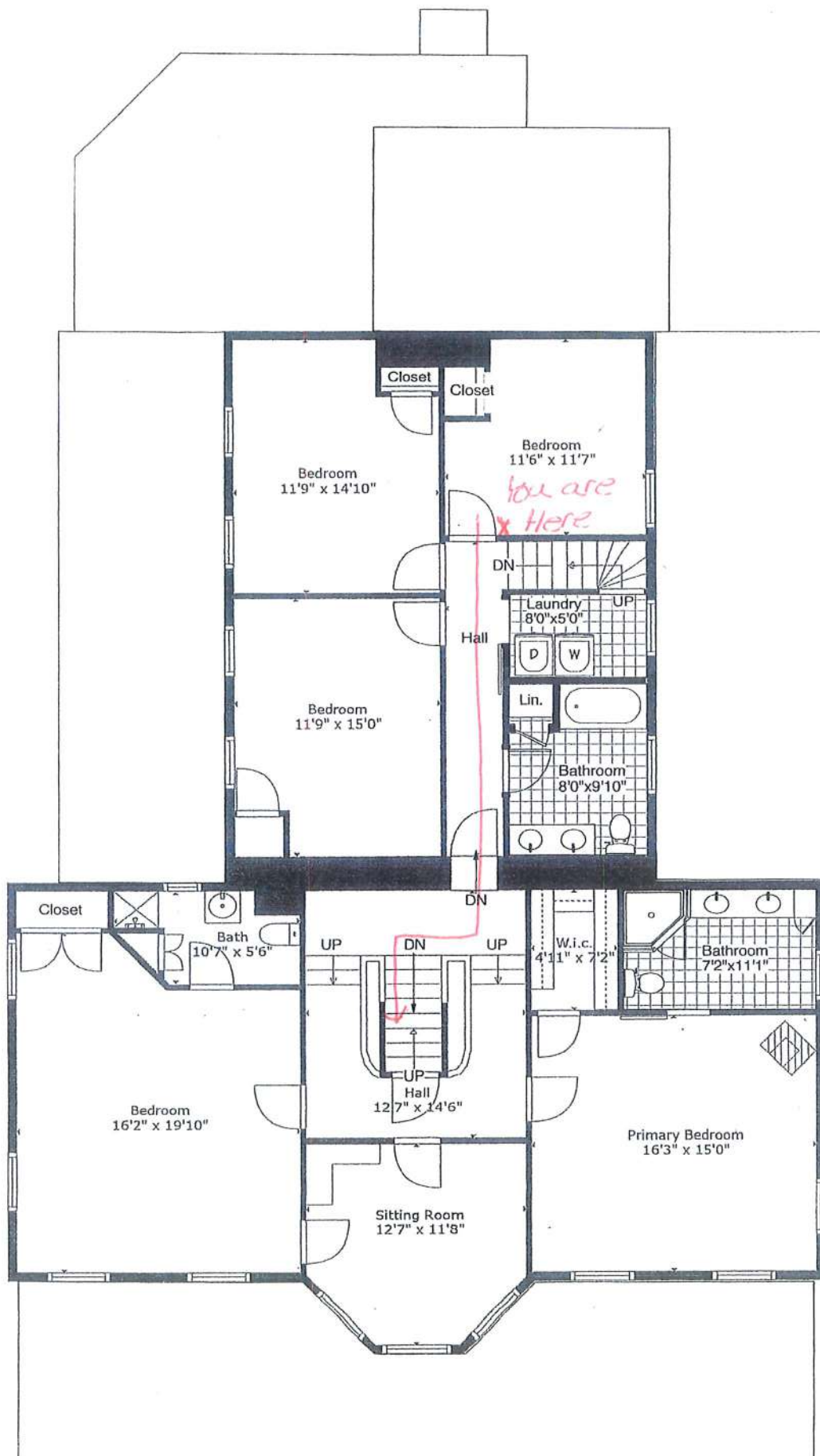
\$549.95

Qty: 1









COMMONWEALTH OF PENNSYLVANIA
EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY

UNIFORM CONSTRUCTION CODE
CERTIFICATE OF OCCUPANCY & USE

The following building or structure has been inspected and found to be in compliance with the Pennsylvania Construction Code Law (1999, November 10, P.L. 491, No. 45) and the plans approved by the Township under the file number and date listed below:

Permit Number K-24-109

Permit Holder Build 725 LLC

Address 65 Hunter's Run Road Honey Brook, Pa

Building/Structure Name (or portion) Interior Alterations

Building/Structure Address 20 Wilmington Road Cortesville Pa

Approved use and occupancy classification(s) R-3

Approved construction type(s) 5-B

This certificate of occupancy authorizes occupancy and use of the above named building or structure as long as it is maintained in accordance with the Pennsylvania Construction Code Act, its regulations and all plans and specifications approved by the Township.

Plan Approval Date 8-29-2024

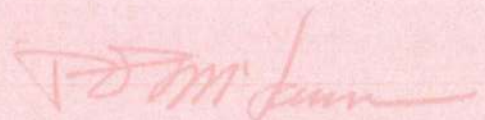
International Building Code Versions 2018 IRC

Applicable Appeal Board Decisions

Applicable Accessibility Advisory Board Variance(s) - Labor & Industry

Date of Final Inspection

12-17-2024



Building Code Official

HIRST SECURITY SYSTEMS

8 Gay Street
Christiana, Pa. 17509
610-593-5075

Date : February 27, 2025

**CERTIFICATION of SECURITY SYSTEM INSTALLATION
and MONITORING**

Date of Installation: February 6, 2025

Name: Leon Lapp

Address: 20 Wilmington Road
Coatesville, PA 19320
Township : East Fallowfield
County : Chester

Account # 9419RA

Monitoring: Yes

Company: Amcest Monitoring Company

Fire Equipment: Resideo Pro Series Panel
The home is protected by twelve smoke detectors, located as follows:
Basement, Foyer, Center Bedroom, Southwest Bedroom, South Bedroom,
2nd Floor Hall, Master Bedroom, Game Room, Stairway, 3rd Floor Hall,
Guest Bedroom and Dining Room

Additional Information: System is being central station monitored and all signals
are received by Amcest Monitoring Corporation

LLH

Chester County Department of Emergency Services

East Fallowfield Police Department



Year to Date Stats

Month	Count
JANUARY	604
FEBRUARY	1
Year to Date Total:	605

TOP Event SubType to Date	Count to Date
PATROL CHECK - OUTSIDE AREAS	283
BUSINESS CHECK	76
TRAFFIC STOP	36
REPORT	31
ANIMAL COMPLAINT	14
RESPIRATORY DIFFICULTY - ALS	12
FALL / LIFT ASSIST - BLS	10
PHONE ASSIGNMENT	9
SCHOOL CHECK	9
TRAFFIC-GENERAL/HAZARDS (PD)	9
PROPERTY DAMAGE	8
SUSPICIOUS CONDITION(S)(JO/IP)	7

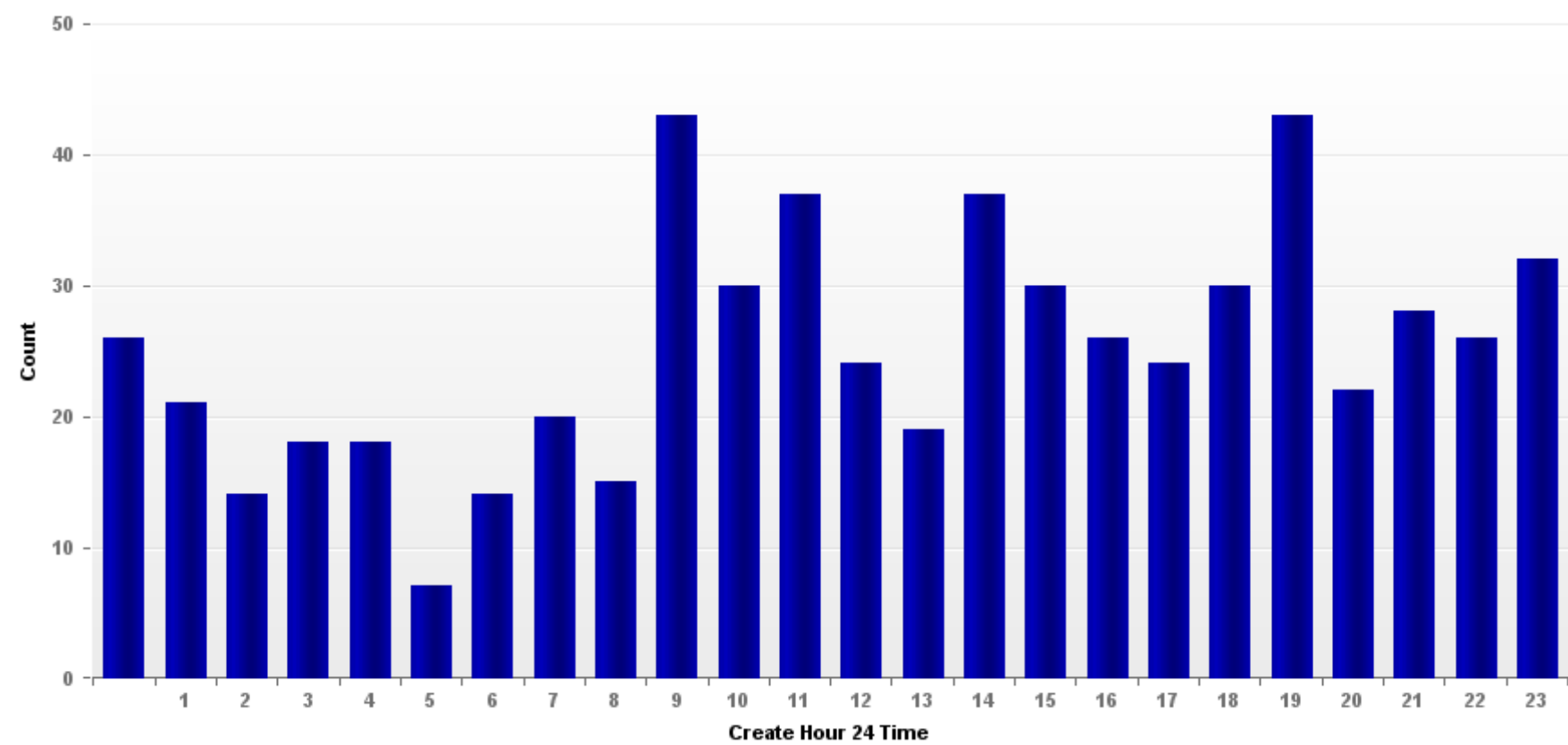
Run Date: 02/01/2026 08:32:30 AM

Last DW Refresh Date: 02/01/2026 02:30:00 AM



Monthly Event Count by Hour of the Day

Date Range:	JANUARY
Total Events:	604



Chester County Department of Emergency Services

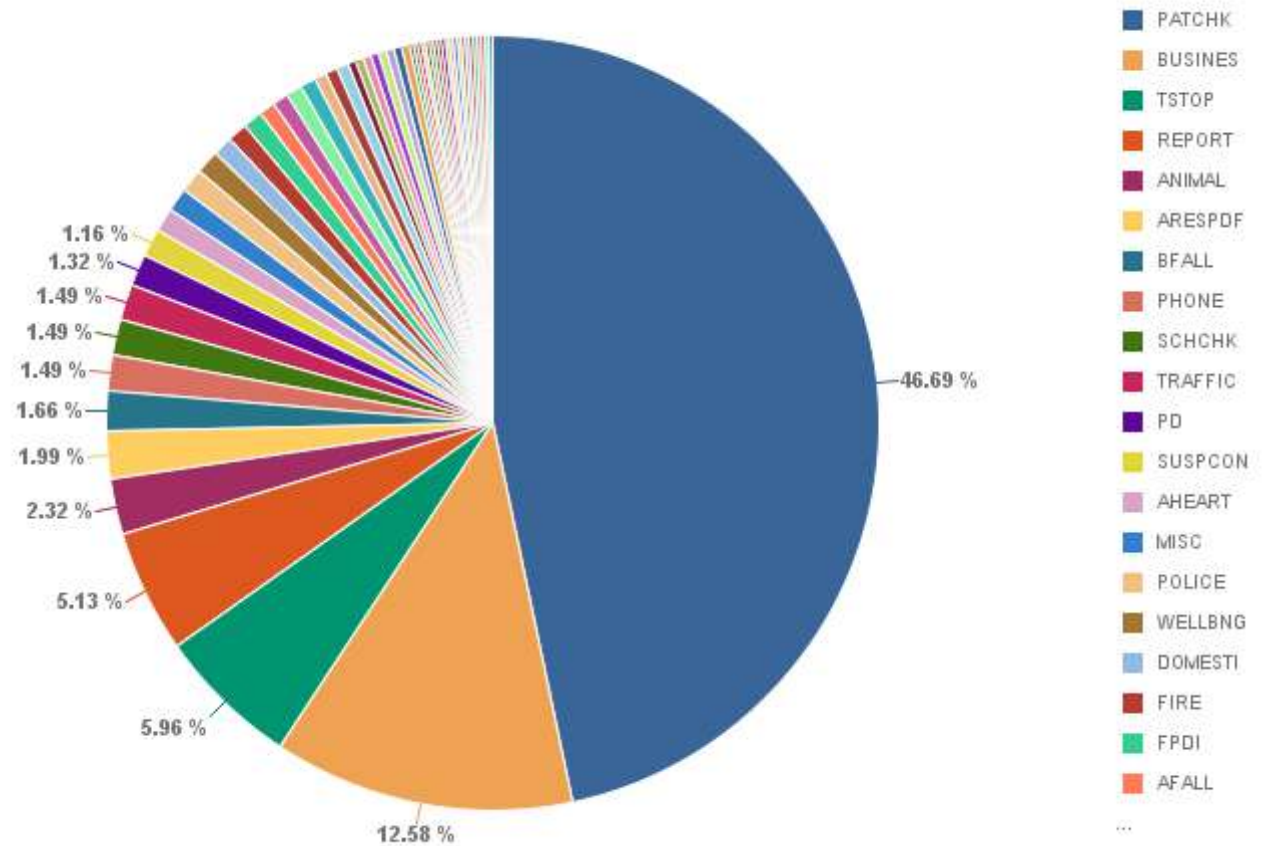
East Fallowfield Police Department



Monthly Event Count by All Sub Types

Date Range: JANUARY
Total Events: 604

Event Type	Type	Count
POLICE	PATCHK	282
POLICE	BUSINES	76
POLICE	TSTOP	36
POLICE	REPORT	31
POLICE	ANIMAL	14
MEDICAL	ARESPDF	12
MEDICAL	BFALL	10
POLICE	PHONE	9
POLICE	SCHCHK	9
POLICE	TRAFFIC	9
ACCIDENT	PD	8
POLICE	SUSPCON	7
ALARM	POLICE	6
POLICE	WELLBNG	6
POLICE	DOMESTI	5
MEDICAL	BOD	3



Run Date: 02/01/2026 08:32:30 AM

Last DW Refresh Date: 02/01/2026 02:30:00 AM



Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	PATROL CHECK - OUTSIDE AREAS	282
POLICE	BUSINESS CHECK	76
POLICE	TRAFFIC STOP	36
POLICE	REPORT	31
POLICE	ANIMAL COMPLAINT	14
MEDICAL	RESPIRATORY DIFFICULTY - ALS	12
MEDICAL	FALL / LIFT ASSIST - BLS	10
POLICE	PHONE ASSIGNMENT	9
POLICE	SCHOOL CHECK	9
POLICE	TRAFFIC-GENERAL/HAZARDS (PD)	9
ACCIDENT	PROPERTY DAMAGE	8
POLICE	SUSPICIOUS CONDITION(S)(JO/IP)	7
ALARM	POLICE	6
MEDICAL	HEART PROBLEMS - ALS	6
POLICE	MISCELLANEOUS POLICE NATURE	6
POLICE	WELL-BEING CHECK	6
ALARM	FIRE	5
POLICE	DOMESTIC (JO/IP)	5
POLICE	FOR POLICE DEPT.INFORMATION	5
ALARM	MEDICAL - BLS	4



Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
MEDICAL	FALLS - ALS	4
MEDICAL	SICK PERSON - BLS	4
POLICE	ERRATIC DRIVER (JO/IP)	4
FIRE	ELECTRICAL INSIDE	3
MEDICAL	ABDOMINAL PAIN - BLS	3
MEDICAL	OVERDOSE - BLS	3
ACCIDENT	BLS	2
FIRE	ODOR INVESTIGATION INSIDE	2
MEDICAL	DIABETIC EMERGENCY - ALS	2
MEDICAL	SEIZURES - ALS	2
MEDICAL	UNCONSCIOUS PERSON - ALS	2
POLICE	DISTURBANCE (JO/IP)	2
POLICE	KEYS - LOCKED (VEH,HSE,ETC)	2
POLICE	SHOTS HEARD (JO/IP)	2
ACCIDENT	ENTRAPMENT	1
ACCIDENT	HIT & RUN NO INJURY	1
ACCIDENT	PEDESTRIAN STRUCK	1
ALARM	CARBON MONOXIDE	1
FIRE	ASSIST THE AMBULANCE	1
FIRE	FUEL SPILL	1



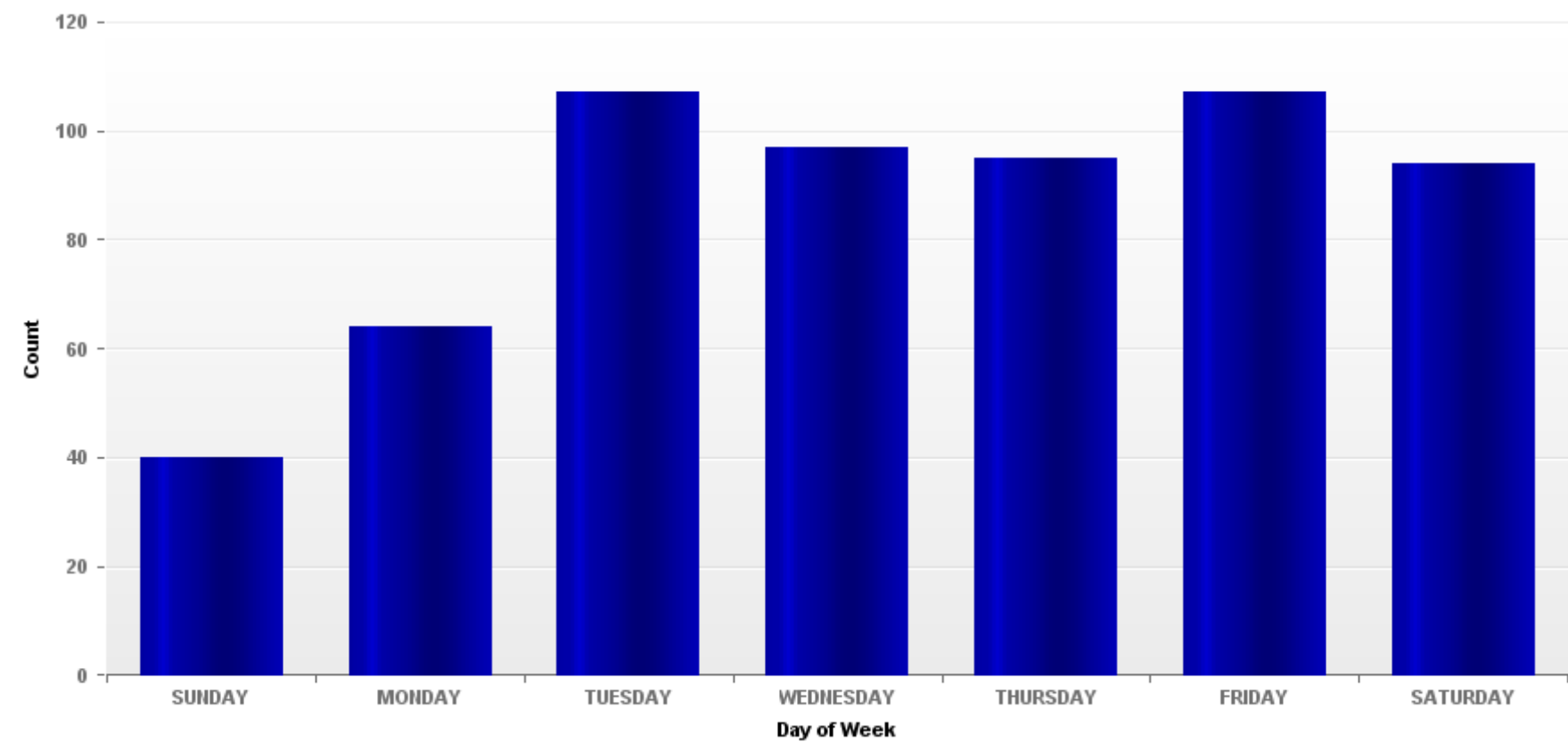
Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
FIRE	HOUSE	1
MEDICAL	BACK PAIN - BLS	1
MEDICAL	CVA/STROKE - ALS	1
MEDICAL	DOA - BLS	1
MEDICAL	EMOTIONAL DISORDER - BLS	1
MEDICAL	EXPOSURE TO HEAT/COLD - ALS	1
MEDICAL	INJURED PERSON - BLS	1
MEDICAL	UNRESPONSIVE PERSON - ALS	1
POLICE	ASSIST OTHER PD	1
POLICE	ESCORT - PERSON/MONEY	1
POLICE	HARASSMENT (JO/IP)	1
POLICE	NOISE COMPLAINT (JO/IP)	1
POLICE	PARKING COMPLAINT	1
POLICE	PFA SERVICE/VIOLATION	1
POLICE	REPOSSESSION	1



Monthly Event Count by Day of Week

Date Range:	JANUARY
Total Events:	604

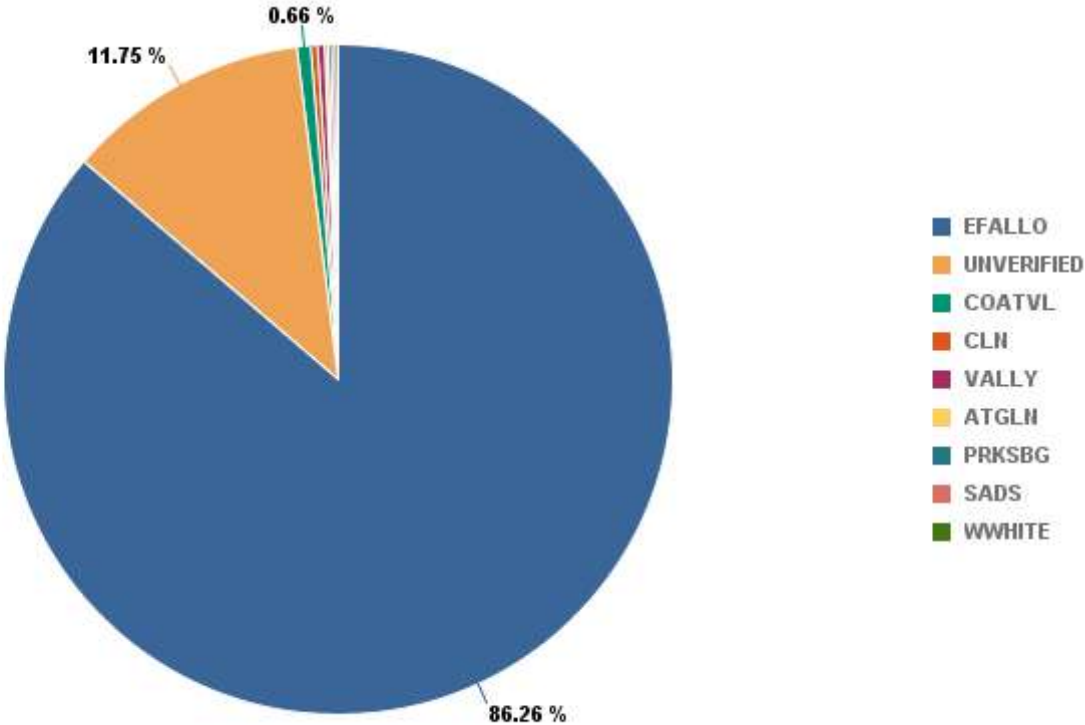




Monthly Event Count by Municipality

Date Range:	JANUARY
Total Events:	604

Event City	Count
EFALLO	521
UNVERIFIED	71
COATVL	4
CLN	2
VALLY	2
ATGLN	1
PRKSBG	1
SADS	1
WWHITE	1
Total:	604



Vehicle Mileage Records

Roads Dept

Mileage

Month: January. 2026

Start

End

Total

2006 F-250 Pickup						149,606	149,862	256
2013 F-350 Utility Body						10,637	11,911	1,274
2017 F-350 Pickup						43,402	43,722	320
2023 F-550 Dump						4,026	4,932	906
2019 F-650 Dump						8766	9169	403
2020 F-750 Brush body						10219	10220	1
2016 Freightliner Dump						13,506	14,187	681
2011 Freightliner Dump						19,068	19,567	499
2005 Freightliner Dump						36,838	37,369	531
2006 Freightliner Dump						28,117	29,008	891
2022 Backhoe						634	637	3
2005 Loader						2,941	3,034	93
2018 Case skid steer						539	586	47
2003 TN 70 Tractor						2,654	2,654	0
2005 TL 100 Tractor						2569	2569	0

East Fallowfield *Township*

Road Department Monthly Report

January 2026

Activity	Hours	Year to Date
Sign Repair	4	4
Comp. Pick up	99	99
Road Maintenance	43	43
Brooks crossing	0	0
Gutter Work	7	7
Road Clean Up	0	0
Tree work	3	3
Storm Drains	13	13
Road Inspection	0	0
Mowing Twp Road	0	0
Parks	25	25
Plowing & Salting	97	97
Police Maint.	13	13
Equipment Maint.	270	270
Office Admin.& PA 1 Call	6	6
Holiday	64	64
Vacation	8	8
Sick	16	16
Personal	0	0
Overtime	176	176
Building Maint.	39	39
Trash & Recycling	10	10
Other	5	5
Total Hours	897.5	897.5
Submitted By, Justin Gathercole		

Prepared for: Justin Gathercole, East Fallowfield Township
2264 Strasburg Rd
East Fallowfield, PA 19320 | Mobile: 610-496-0918
Email: roads@eastfallowfield.org
Ordering FIN Code: QI751

2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)

Price Level: 640



Client Proposal

Prepared by:
Greg Dyer
Office: 717-351-1635
Email: gdyer@newhollandauto.com
Quote ID: 2-14-26-3
Date: 02/17/2026



Prepared for: Justin Gathercole

East Fallowfield Township

Prepared by: Greg Dyer

02/17/2026



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)

Price Level: 640 | Quote ID: 2-14-26-3

As Configured Vehicle

Code	Description	MSRP
------	-------------	------

Base Vehicle

W2B	Base Vehicle Price (W2B)	\$53,200.00
-----	--------------------------	-------------

Packages

600A	Order Code 600A <i>Includes:</i> - Engine: 6.8L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift-G 10-Speed Automatic Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road. - GVWR: 10,000 lb Payload Package - Tires: LT245/75Rx17E BSW A/S Spare may not be the same as road tire. - Wheels: 17" Argent Painted Steel Includes painted hub covers/center ornaments. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers. - Ford Connectivity Package (1-Year Included) Includes unlimited Wi-Fi hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan. - SYNC 4 Includes 8" center display, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.	N/C
------	--	-----

Powertrain

99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	Included
44F	Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$430.00
STDGV	GVWR: 10,000 lb Payload Package	Included

Wheels & Tires

TD8	Tires: LT245/75Rx17E BSW A/S <i>Spare may not be the same as road tire.</i>	Included
64A	Wheels: 17" Argent Painted Steel	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Justin Gathercole

East Fallowfield Township

Prepared by: Greg Dyer

02/17/2026

New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

**2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)**

Price Level: 640 | Quote ID: 2-14-26-3

As Configured Vehicle (cont'd)

Code	Description	MSRP
<i>Includes painted hub covers/center ornaments.</i>		
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		
176WB	176" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i>	Included
<i>Includes:</i> - Ford Connectivity Package (1-Year Included) <i>Includes unlimited Wi-Fi hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i> - SYNC 4 <i>Includes 8" center display, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>		
96V	XL Chrome Package <i>Includes 4 pickup box tie-down plates.</i>	\$425.00
<i>Includes:</i> - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Halogen Fog Lamps		
47B	Snow Plow/Camper Package <i>Includes computer selected springs for snowplow application and slide-in camper certification. Note 1: Salesperson's source book or Ford RV trailer towing guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. Expect firmer ride when vehicle is not equipped with snowplow and/or camper. Note 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow and/or camper. Note 3: Dual battery (86M) recommended with 6.8L or 7.3L gasoline engines; see Body Builders Layout Book for details. Note 4: Tailgate removal kit with protective caps can be provided free of charge by your authorized dealer. Failure to install the protective caps results in damage to the electrical system not covered by the vehicle warranty. See owner's manual for details.</i>	\$400.00
<i>Includes:</i> - Rear Stabilizer Bar & Auxiliary Springs		
67E	250 Amp Alternator (Gas)	\$185.00
52B	Trailer Brake Controller <i>Includes smart trailer tow connector.</i>	\$300.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Justin Gathercole

East Fallowfield Township

Prepared by: Greg Dyer

02/17/2026

New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

**2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)**

Price Level: 640 | Quote ID: 2-14-26-3

As Configured Vehicle (cont'd)

Code	Description	MSRP
18B	Platform Running Boards	\$445.00
592	LED Roof Clearance Lights	\$150.00
435	Power-Sliding Rear-Window w/Defrost	\$505.00
924	Privacy Glass	\$100.00
43C	Pro Power Onboard - 400W <i>Includes 1 in-dash mounted outlet.</i>	\$225.00
66S	Upfitter Switches (6) <i>Located in overhead console.</i>	\$250.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty	N/C
Requires valid FIN code.		
<i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>		

Emissions

425	50-State Emissions System	STD
-----	---------------------------	-----

Exterior Color

Z1_01	Oxford White	N/C
-------	--------------	-----

Interior Color

AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
-------	---	-----

Upfit Options

PLOW	Plow Western 8' Pro Plus w/ deflector and LED lighting	\$7,550.00
SPRDR	Western Marauder P150A Spreader w/ tie down straps	\$6,400.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Justin Gathercole

East Fallowfield Township

Prepared by: Greg Dyer

02/17/2026



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)

Price Level: 640 | Quote ID: 2-14-26-3

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes Inverted V and tie down straps</i>	
SUBTOTAL		\$70,565.00
Destination Charge		\$2,795.00
TOTAL		~~\$73,360.00~~

Pricing Shown Next Page

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Justin Gathercole

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New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2026 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B)

Price Level: 640 | Quote ID: 2-14-26-3

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$53,200.00
Options		\$3,415.00
Colors		\$0.00
Upfitting		\$13,950.00
Fleet Discount		\$0.00
Fuel Charge		\$0.00
Destination Charge		\$2,795.00
Subtotal		\$73,360.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
117	COSTARS #025-E22-406 Commercial Vehicle Discount	-\$4,812.00
Total		\$68,548.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Parks and Recreation Board of Supervisors Report

February 24, 2026

Submitted for consideration by East Fallowfield Township's Board of Supervisors, Township Manager, and Township Solicitor:

1. The Parks and Recreation Board held its reorganization meeting on Tuesday, February 3, 2026.

Teri Dickinson Chairperson 2026-2030

Vacant Member 2024-2028

Fred Weiss Member 2022-2026

Joyce Madding Vice Chairperson 2022-2026

Jerry Dickinson Member 2026-2027

Stephanie Scotton Member 2026-2030

Milby Thorington Member 2025-2029

2. This year, we have appointed Joyce Madding as our Events coordinator. The goal is to do all vendors and participant outreach earlier so as to better manage our time as volunteers. It will also allow us to promote our events earlier and more efficiently.
3. We want to celebrate America 250 in the Park as part of our annual Star-Spangled Bike Parade. The event would also feature music, a picnic, food trucks, and games. It will also feature the dedication of an America 250 Red, White, and Blue Park bench, a time capsule filled with contributions from residents and school children, and the planting of a native tree beside the bench and time capsule. We hope to have Senator Houlihan or Representative Sappey help dedicate the bench, along with our Township Manager and Supervisors. The plaque on the bench will read "Dedicated to the East Fallowfield Community on the 250th Anniversary of the United States".
4. The 6- foot bench would be constructed by the local family business of Jeff and Amy Burke, JAHACO. **JAHACO is a woman-owned, family-operated sustainability company based in East Fallowfield, PA, leading the charge against one of the most overlooked environmental challenges: plastic packaging waste.**

We will need to commission the bench soon (see note from her email below). The invoice is attached. The bench design is attached (the one on the right) along with an invoice, and their 50-year warranty. 50% is due up front and the balance upon completion. It is my hope that you approve this expense and a check cut soon so they can order the needed white boards. They will take care of the plaque as well.

"For lead time - we have red and blue boards as well as the supports. We would just need to order white boards which could take quite a few weeks. The plaque is a pretty quick turnaround, maybe a week or two depending on our designer's schedule. I'd say the sooner you know the better just to be on the safe side. Even if we make it and it sits with us for a bit that's totally ok." (Amy Burke)

Please let me know if you have any questions. I am unable to attend the February 24th meeting as I will be in Iceland. Thank you for your consideration.

Respectfully submitted,

Teri Dickinson

2026 EFT Parks and Recreation Chairperson

February 9, 2026

Jahaco Product Warranty

Jahaco takes customer service seriously. We live here too and vow that our community's residents, their kids, their kids, and their kids, kids will each be able to enjoy the same products their generations before. We are so confident in our products and want this wish to come true that we offer a 50-year warranty free from defects, materials, and workmanship.

We will promptly review your concern and repair or replace any warranty concerns. As a small note – there are unfortunately things that may cause damage to our durable products that are out of our control and we are unable to cover these damages caused by such things as:

Misuse – Our lawyers made us put this here 😊 Basically, don't stand on it, swing from it, hold dance tryouts on top, or try to use it in a WWE match (those are reserved for folding chairs).

Alteration – We totally get that creativity flows strong with some folks, but please don't turn a bench into a boat. It doesn't float, and you'll get wet. No refunds for maritime adventures or other alterations (but we would love to hear "how big" the fish was that you caught).

Vandalism – Please be kind to our handcrafted products. They are not fans of paint, sharp objects, speeding vehicles, or explosions. (Honestly, who is?)

Incorrect Installation – We're more than happy to install our products the right way. If someone else installs it and something goes...creatively wrong, we'll still try to help—but we might have to chat about how to fix things without sinking the whole ship (aka our business).

Exposure to the Elements – Yes, we add UV protection like SPF, but just like you after a day at the beach, a little fading can still happen. As for storms, hail, fire, or floods—if any of those hit your bench, our first thought is: we hope *you* and the local wildlife are okay but sadly we don't control the weather. If we did, it would always be sunny and 72°—perfect bench-sitting weather.

Color Disclaimer

Each bench is custom made with recycled plastics and colorant at the time. Jahaco will coordinate color approval with the applicant at the time of purchase. In the unlikely event that a warranty event occurs, Jahaco will make every effort to produce replacement parts to as close as possible to the original color but may be slight variances. Also if you are looking to purchase multiple benches for the same area and color – recommendation is to purchase at the same time so that they are made with same plastic and colorant to achieve best color match as possible.

INVOICE



DATE

1/22/26

INVOICE NO

East Fallowfield Park
& Rec

Coatesville PA 19320

Cell: 484.241.9100

Email: jeff@jahaco.com

Zelle: 4842419100

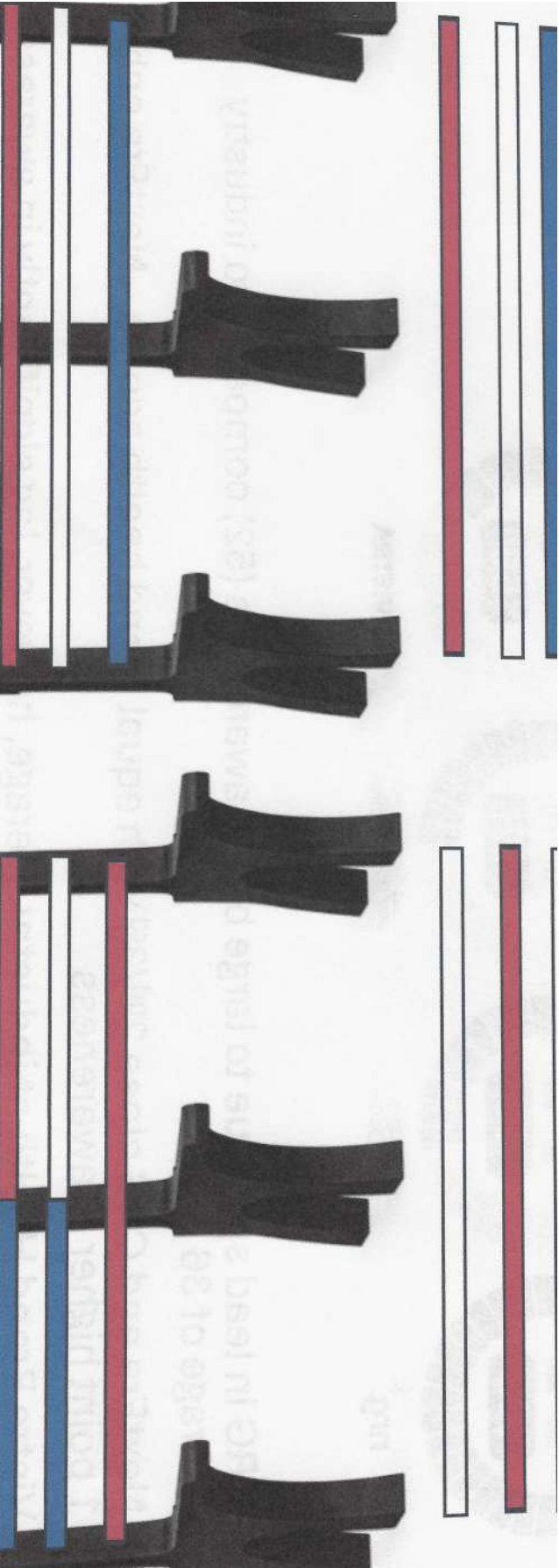
INVOICE TERMS	50% DUE UP FRONT	50% DUE ON COMPLETION
	\$0.00	\$0.00

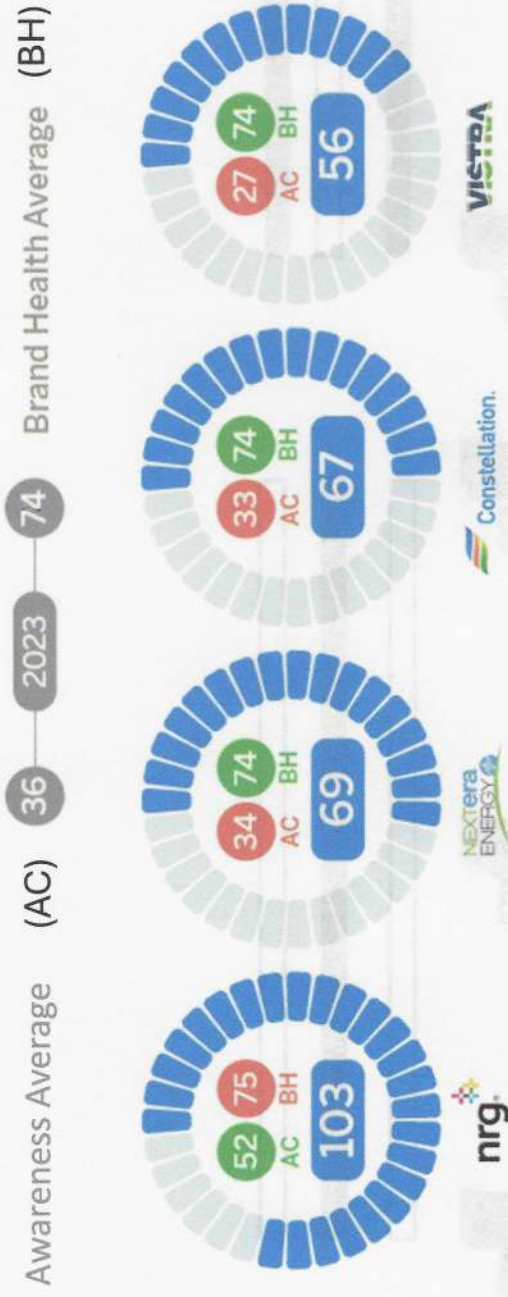
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
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1	Memorial Bench	\$899	\$899
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Subtotal	\$899
Sales Tax	
Total	\$899

Thank You for supporting our small
business, community, and
environment





- NRG in lead spot due to large brand awareness (52) compared to industry average of 36
- NextEra and CEG close 2nd/3rd with equal brand health scores – NextEra only 1 point higher in awareness
- Vistra Brand Health at industry average, however, lag significantly in awareness