

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
February 24, 2026 **Approved Minutes**
6:30 p.m.

Members Present

Mike Domboski, Chairman
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 February 24, 2026 to discuss legal matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

JANUARY 27, 2026 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Vice Chairman Wright made a motion to approve the January 27, 2026 Board of Supervisors meeting minutes as presented. Supervisor DiRado seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) January Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) January Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) January Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) January Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 5) Motion to recommend appointment of Emergency Management Coordinator (EMC).

MOTION: Supervisor DiRado made a motion to recommend the appointment of Bill Lewis to the position of Emergency Management Coordinator for East Fallowfield Township. Vice Chairman Wright seconded.

Chairman Domboski asked Mike McWilliams, Chief of Westwood, if he is comfortable working with Bill Lewis.

Township Manager Swichar stated as a next step, the Township would submit the paperwork to the Chester County Department of Emergency Services and the governor would make the final decision on whether to appoint Bill Lewis.

VOTE: 5-0.

3. TREASURER'S REPORT

1) January 31, 2026 Treasurer's Report.

MOTION: Supervisor DiRado made a motion to approve the January 31, 2026 Treasurer's Report as presented. Vice Chairman Wright seconded.

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Chairman Domboski made a motion to approve the Payment Authorizations for the period of January 28, 2026 through February 24, 2026 in the total amount of \$454,384.51 as presented. Vice Chairman Wright seconded.

Vice Chairman Wright questioned if the payments are higher than normal.

Treasurer Hindman stated that \$120,000 went toward quarterly Fire/EMS payments and there is a \$45,000 payment for a police vehicle.

VOTE: 5-0.

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

Treasurer Hindman stated that the Township was approved for a workers' compensation safety committee which amounted to a \$4,390 discount on the Township's workers' compensation policy.

Vice Chairman Wright questioned how long the discount will apply.

Manager Swichar stated that as long as the Township continues with the safety committee, they will reapply every year.

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

Treasurer Hindman stated that the state audited the pension for years 2020-2025. The Township is working with PMRS to make adjustments as needed.

4. TOWNSHIP MANAGER'S REPORT

1) Model Holding Tank Ordinance and Onlot Sewage Management Program Ordinance

Township Manager Swichar thanked the road crew for their snow plowing efforts during the winter season.

Dave Porter, township sewer engineer, from Herbert MacCombie, discussed Hydraterra, a software program used to manage a septic management program. He stated that the Act 537 Plan was approved in April 2025. He stated that as part of the plan, DEP requires a septic management program. The draft model ordinance for holding tanks and septic management was included in the draft Act 537 plan. The Township's Planning Commission reviewed the model ordinances and made some recommendations related to scope of septic management program to lessen impact on residents. DEP will require that operation and management of all onlot systems to have maintenance performed every three years. As part of the septic management program, the Township would need to send notice to the residents to educate them on the program. Reports from a licensed pumper and hauler need to be documented by the Township. The licensed pumper and hauler would need to complete a checklist which is uploaded to a database.

Kristin and Joe Boldaz, from Hydraterra, gave a presentation on their software program.

There was a board discussion.

Solicitor Crotty stated that he will aim to have a draft ordinance ready for the March meeting.

Shane Cloyd, township resident, asked questions about the proposed ordinance.

Philip Roomet, township resident, commented on Terra Tracker.

Connie McLaughlin, township resident, commented on the proposed software.

MOTION: Chairman Domboski authorized 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. Vice Chairman Wright seconded.

VOTE: 5-0.

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

Township Manager Swichar stated there is a proposed resolution in the board's packet allowing the Township to sell a surplus vehicle on GovDeals.

MOTION: Supervisor DiRado made a motion to approve Resolution No. 2026-04 authorizing the sale of surplus property as presented. Vice Chairman Wright seconded.

VOTE: 5-0.

3) Lease Agreement for Photocopiers

Township Manager Swichar stated the Township's lease agreement for photocopiers has expired. Township has received co-stars pricing from Rothwell Document Solutions to replace the copier machines at the police station and administrative building. The proposed agreement will save the Township approximately \$30 a month or \$1,810 over the lease term versus the current agreement.

MOTION: Vice Chairman Wright made 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. Supervisor DiRado seconded.

VOTE: 5-0.

4) Approve Low Bids for Unleaded Gasoline and 2% Bio Diesel

Township Manager Swichar stated that the Township participates in a consortium with other municipalities to save money on gasoline and diesel.

MOTION: Chairman Domboski made 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). Supervisor DiRado seconded.

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).

VOTE: 5-0.

5) Authorization to Hire Intern for Record Retention Project

Township Manager Swichar stated that the Township is looking to hire an intern for a record retention project. The intern would work 8 hours a week and dispose of records in accordance with the Pennsylvania Records Manual.

MOTION: Vice Chairman Wright made 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. Chairman Domboski seconded.

Solicitor Crotty stated that the Pennsylvania Historical and Museum Commission implements the state's records management program and the document references which documents can be disposed of.

VOTE: 5-0.

6) Resolution for DCED Greenways, Trails and Recreation Program Grant

Township Manager Swichar stated that the grant application was submitted last year but was not approved. The project cost is \$500,000 for park expansion project. DCNR has already approved a \$250,000 grant. This grant could get the Township closer to the finish line.

MOTION: Chairman Domboski made a motion approving the submission of Resolution 2026-05 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. Vice Chairman Wright seconded.

VOTE: 5-0.

7) New Business

5. LEGAL

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

Solicitor Crotty stated that the goal of the volunteer service credits through Act 172 is to promote volunteerism among active fire/EMS personnel. The ordinance would provide an EIT break of up to \$1,000 for active volunteers that meet a point system. The ordinance would also provide a real estate tax break. The metrics for defining volunteer service credits are defined by the county and used by the fire departments.

MOTION: Vice Chairman Wright made 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. Supervisor DiRado seconded.

VOTE: 5-0.

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

Solicitor Crotty stated that the applicant has before the Planning Commission and the Township engineer has provided a review letter. There are two lots. One is a flag lot. The applicant is changing lot lines between the two existing lots and one lot will have home on it. The Township has a standard letter of decision that the applicant will comply with all engineering and planning commission comments.

MOTION: Vice Chairman Wright moved 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. Chairman Domboski seconded.

VOTE: 5-0.

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

Solicitor Crotty stated that the ordinance would repeal Ordinance 2024-01 which is the single use plastics ordinance that was adopted in 2024.

MOTION: Chairman Domboski made a motion to adopt Ordinance No. 2026-02, repealing Ordinance No. 2024-01 (single use plastics ban). Vice Chairman Wright seconded.

AMENDED MOTION: Supervisor DiRado made a motion to amend the ordinance to reinstate the bag ban with the exception of the establishments of Triple Fresh and 7T's up until the time of change of ownership and the ban to apply to new businesses and owners. Supervisor Lambert seconded.

VOTE ON AMENDED MOTION: Failed 2-3 Chairman Domboski voted nay, Vice Chairman Wright voted nay, Supervisor Stoff voted nay.

There was a board discussion.

MOTION TO TABLE: Supervisor Lambert moved to table the motion. Supervisor DiRado seconded.

Mike Petro, township resident, discussed the proposed ordinance.

VOTE TO TABLE: Failed 2-3, Chairman Domboski voted nay, Vice Chairman Wright voted nay, Supervisor Stoff voted nay.

VOTE ON ORIGINAL MOTION: Passed 3-2. Supervisor Lambert voted nay. Supervisor DiRado voted nay.

- 4) Police Collective Bargaining Agreement 2025-2027.

Solicitor Crotty stated that all terms were already approved through a memorandum of agreement that was approved last June. The memorandum of agreement just blends those terms into an agreement.

MOTION: Vice Chairman Wright made a motion to approve the 2025-2027 Police Collective Bargaining Agreement as presented. Chairman Domboski seconded.

Vice Chairman Wright stated that the process took a long time for everyone's concern.

VOTE: 5-0.

- 5) Grant Agreement with Chester County Conservation District for Stream Crossing at Mortonville Road

MOTION: Vice Chairman Wright made a motion approving a grant agreement with Chester County Conservation District for the bridge reconstruction/stream crossing project at Mortonville Road. Supervisor Lambert seconded.

VOTE: 5-0.

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

Solicitor Crotty stated that the board has the option to take a position on the matter. The applicant is requesting special exception relief to operate a bed and breakfast. The applicant must prove to the zoning hearing board that they meet the objective criteria of the ordinance.

Vice Chairman Wright questioned if there was a rental ordinance would it apply to this matter.

Solicitor Crotty stated no since the property would be owner occupied.

- 7) New Business

6. PLANNING COMMISSION

- 1) No Planning Commission Report Submitted.
- 2) Resignation of Planning Commission Member Joe Heffern

MOTION: Chairman Domboski made a motion to accept the resignation of Planning Commission Member Joe Heffern. Supervisor DiRado seconded.

VOTE: 5-0.

Ray Smith	Chairperson	2026 to 2029
Guido Guintini	Vice Chairperson	2026 to 2029
Deborah Stoff	Member	2024 to 2027
VACANT	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

VOTE: 5-0.

7. POLICE DEPARTMENT

- 1) January Police Report Submitted for Board and Resident Review.

8. PUBLIC WORKS DEPARTMENT

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

MOTION: Vice Chairman Wright made 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. Supervisor Lambert seconded.

Township Manager Swichar stated the Township would like to replace a 20 year old pickup truck. The plow package is part of the quote.

VOTE: 5-0.

9. PARK AND RECREATION

- 1) Report Submitted.
- 2) Purchase of Bench

MOTION: Vice Chairman Wright made 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. Chairman Domboski seconded.

Vice Chairman Wright asked questions about the bench.

VOTE: 5-0.

10. HISTORICAL COMMISSION

- 1) No Report Submitted.
- 2) Connie McLaughlin, from the historical commission, provided an overview of the last meeting.

11. ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

- 1) No Report Submitted

12. OLD BUSINESS:

Supervisor DiRado questioned if the board will get a report from the Planning Commission.

13. NEW BUSINESS:

14. PUBLIC PARTICIPATION - 20 minutes

Mike Petro, township resident, asked a question about the zoning application.

Philip Roomet, township resident, discussed the plastics ordinance.

Dennis Wishneski, township resident, discussed his code enforcement complaint.

Mike McWilliams, township fire marshal, discussed the code enforcement complaint.

Solicitor Crotty stated that the area is not a private or public road. It is an easement area from the public road to the property. Mr. Crotty stated there are civil actions that Mr. Wishneski can undertake against his neighbor if he chooses.

Shane Cloyd, township resident, discussed live streaming, the legal budget, and the municipal building committee.

Connie McLaughlin, township resident, discussed the Township website.

Barry DiLibero, township resident, discussed the trash fee waiver.

John Sly, President of Westwood Fire Company, discussed a capital request to the Township.

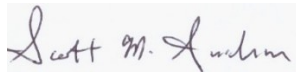
Chris O'Brien, township resident, discussed a complaint about snow.

15. ADJOURNMENT

MOTION: Chairman Domboski made a motion to adjourn the February 24, 2026 Board of Supervisors Meeting at 8:53PM. Vice Chairman Wright seconded.

VOTE: 5-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Scott M. Swichar", is written in black ink on a light blue rectangular background.

Scott Swichar,
Township Manager/Secretary