

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
April 28, 2026 Approved Minutes
6:30 p.m.

Members Present

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

Vice Chairman Wright called the meeting to order at 6:39 PM.

Mr. Wright stated that the township website highlights board vacancies, provided updates on the PSATS conference, draft septic management ordinance, use and occupancy permit, and draft residential ordinance.

Solicitor Crotty stated there was an executive session on April 28, 2026 to discuss legal matters.

2. DISCUSSION

A. APPROVAL OF MINUTES

March 24, 2026 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the March 24, 2026 Board of Supervisors meeting minutes as presented. Supervisor Stoff seconded.

VOTE: 4-0. Supervisor Lambert abstained.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

6) Appointment of Emergency Management Coordinator (Bill Lewis)

MOTION: Vice Chairman Wright made a motion to approve the payment of a quarterly stipend of \$172.21 to the Emergency Management Coordinator, Bill Lewis in recognition of ongoing emergency management responsibilities, with payments issued quarterly and to be funded from Fire/EMS Fund. Supervisor Stoff seconded.

Township Manager Swichar stated that the board packet includes a letter from Governor Shapiro appointing Bill Lewis as emergency management coordinator. The stipend is for recognition of the extra duties.

VOTE: 4-0.

3. PRESENTATIONS

PRESENTATION: RACHAEL GRIFFITH FROM CHESTER COUNTY PLANNING COMMISSION, TO DISCUSS THE LAWN TO MEADOW CONVERSION PROGRAM

Rachael Griffith, Chester County Planning Commission, stated that they are partnering with Chester County Conservation District to bring together municipalities in a cohort style program to do lawn to meadow conversion on municipal land. She stated that there are stormwater and wildlife benefits. They applied for funding last year from DCNR. Five municipalities are confirmed and there is room for one more municipality. The Timeline includes a kickoff meeting with participants in May. Maintenance of meadow for 25 years is required. The EAC proposed less than an acre of land that would need periodic mowing and monitoring of invasive plants. Training would be provided to the township's public works crew. The Township's required match could be volunteer hours.

Supervisor DiRado questioned the mowing.

Ms. Griffith stated that the township could do the mowing and that would count toward volunteer hours.

Vice Chairman Wright questioned if the EAC and Park Board were able to provide input and whether a physical area would be demarcated

There was a board discussion.

John Nielsen, EAC member, stated that the proposed location is past the paved parking lot in between the wooded area and walking path.

Nina Petro, township resident, questioned how the project was initiated and environmental considerations.

Shane Cloyd, township resident, questioned the project costs.

MOTION: Supervisor DiRado made a motion authorizing the Township Manager to sign the Community Watershed forestry practice installation agreement and letter of match for the Lawn to

Meadow municipal cohort/conversion program at the Township's community park. Supervisor Stoff seconded.

Mike Petro, township resident, asked a question about downsides.

VOTE: 4-0.

4. TREASURER'S REPORT

1) March 31, 2026 Treasurer's Report.

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

VOTE: 4-0.

2) Payment Authorizations.

MOTION: Vice Chairman Wright made a motion to approve the Payment Authorizations for the period of March 25, 2026 through April 28, 2026 in the total amount of \$256,873.97 as presented. Supervisor Stoff seconded.

VOTE: 4-0.

5. TOWNSHIP MANAGER'S REPORT

1) Consideration of a Resignation Letter from Board Chairman Mike Domboski

Township Manager Swichar stated that the Township received a letter of resignation from Mr. Domboski. A resolution thanking him will be prepared for a future meeting. The next step is to accept his resignation.

MOTION: Vice Chairman Wright made a motion accepting the resignation of Board Chairman Mike Domboski from the East Fallowfield Township Board of Supervisors. Supervisor Stoff seconded.

Shane Cloyd, Township resident, made a comment.

VOTE: 4-0.

2) Election of Chairperson.

MOTION: Vice Chairman Wright made a motion to table. Supervisor Lambert seconded.

VOTE: 4-0.

3) Approval of Formal Announcement of Upcoming Vacancy for the Board of Supervisors

MOTION: Vice Chairman Wright made a motion authorizing the township manager to post a formal announcement for the vacancy on the Board of Supervisors. Supervisor DiRado seconded.

Vice Chairman Wright stated that the announcement will be posted on the township's website.

VOTE: 4-0.

4) Township Manager Swichar stated that interviews for the board vacancy will be conducted at the Township Board of Supervisors meeting on May 26, 2026. (Informational)

5) 2026 Road Paving Project.

Mr. Swichar stated that the road paving program went out to bid this month and that there were 3 bidders on the project Long's Asphalt was the low bidder for the base bid. The base bid of \$261,860.45 is for West Chester Road, from 17th Avenue east to the Township line; South Caln Road, from West Chester Road to Caln Township line. He stated that the alternate 1 low bid of \$31,227.85 is from Long's Asphalt is for 17th Avenue, West Chester Road to Caln Township line. The Township budgeted \$222,262 from Liquid Fuels for road paving. Mr. Swichar stated that recommends awarding the base bid plus alternate 1 in the amount of \$293,088.30

MOTION: Vice Chairman Wright made a motion that the Township award the low bid in the amount of \$261,860.45 and alternate 1 for \$31,227.85 \$293,088.30 to Long's Asphalt for the 2026 paving project. Supervisor Lambert seconded.

Mr. Swichar stated that the roads are West Chester Road, 17th Avenue to the township line and South Caln Road, from West Chester Road to Caln Township line. And alternate 1 is for 17th Avenue, West Chester Road to Caln Township line.

VOTE: 4-0.

6) Resolution for Disposition of Records.

Township Manager Swichar stated that the records project was in partnership with West Chester University Department of Political Science. The intern used the municipal records manual to determine which records to destroy. The intern identified 35 boxes and thousands of records that the township no longer needs to retain.

MOTION: Supervisor DiRado made a motion to approve Resolution 2026-07 approving the destruction of Township records per the provided list per the PA Municipal Records Manual Retention Schedule. Vice Chairman Wright seconded.

Shane Cloyd, Township resident, asked a question.

VOTE: 4-0.

7) Proposal from CompNet, Inc. to Transition to Microsoft 365

Township Manager Swichar stated that the proposal is to transition the township's physical server to a Microsoft 365 cloud service. There were some questions that came up. Mr. Swichar stated that there are no additional charges beyond what is in the proposal. Licensing total is \$1,044 per year and the labor total for migration and decommissioning is \$3,960. There are no service fees, no maintenance fees, no hosting fees or data transfer fees. Microsoft provides automatic updates and patching as part of the service. Backups are included in the licensing fees as outlined in the proposal. 1 terabyte of storage is enough for now and many years into the future.

MOTION: Supervisor DiRado made a motion approving the labor proposal from CompNet Inc. in the amount of \$3,960 to transition the Township's data from a local server to Microsoft cloud storage. Vice Chairman Wright seconded.

Phillip Roomet, township resident, commented on the 2026 budget.

Shane Cloyd, township resident, asked questions about the proposal.

VOTE: 4-0.

8) Appointments to the Municipal Building Committee: 2 vacancies (Informational)

Township Manager Swichar stated that there are two additional applicants who are interested in joining the committee. They are scheduled to interview on May 28.

9) Wage Increases for Non-Bargaining Unit Staff

MOTION: Vice Chairman Wright made a motion to approve the following wage increases for the following non- bargaining unit staff retroactive to January 1, 2026 with a proposed increase of 3 ½% across the board. Supervisor DiRado seconded.

VOTE: 4-0.

<u>Employee</u>	<u>Current Wage</u>	<u>Proposed Increase</u>	<u>Recommended</u>
Nancy Baker	\$24.03/hour	3.5%	\$24.87/hour
Christilla Walls	\$22.88 /hour	3.5%	\$23.68/hour
Denise Verderosa	\$27.50/hour	3.5%	\$28.46/hour
Sue Sereditch	\$18.39/hour	3.5%	\$19.03/hour
Dave Hindman	\$95,000/year	3.5%	\$98,325/year

10) Retirement of Zoning Officer/Building Inspector Rob McLarnon (Keystone Municipal Services)

Township Manager Swichar stated that the Township's Zoning Officer from Keystone Municipal Services will retire in July. Keystone is willing to continue to provide services to the Township. Mr. Swichar is recommending that the township reach out to other qualified firms.

MOTION: Vice Chairman Wright moved to authorize the Township Manager to develop, advertise, and conduct a targeted Request for Proposals (RFP) for zoning administration, code enforcement and UCC building inspection services. Supervisor Lambert seconded.

Supervisor DiRado questioned when Rob's last day will be.

Mr. Swichar stated that he has not been informed of the exact day.

Shane Cloyd, township resident, asked a question about going out to bid.

Dennis Crook, township resident, commented on non-conforming uses.

VOTE: 4-0.

- 11) New Business: Mr. Swichar stated that the Township's bulk trash collection event is this Saturday.

6. LEGAL

- 1) Holding Tank/Pump and Haul Agreement for 600 Doe Run Road (South Brandywine Elementary School)

Solicitor Crotty stated that the agreement will cover allowance of a pump and haul for the time period when the school starts to be operational and when the public sewer is online.

MOTION: Supervisor DiRado moved that township approve the holding tank/ pump and haul agreement in the form as presented and authorize the board president to sign the agreement. Vice Chairman Wright seconded.

Barry Stingel, of T&M Associates, who is engineer for Coatesville Area School District, provided an overview of the pump station project. The agreement will give the Township enforcement authority. After the agreement is approved by the township, the paperwork will go to DEP. There is an alarm float and cellular auto dialer.

There was a board discussion.

Philip Roomet, Township resident, asked a question.

Shane Cloyd, Township resident, asked several questions.

Mike Petro, Township resident, commented on the proposed sewer.

John Nielsen, township resident, asked a question.

VOTE: 3-0. Supervisor Lambert abstained.

- 2) Temporary Construction Easement Between East Fallowfield Township and Coatesville Area School District

Barry Stingel, of T&M Associates, stated that this will be an easement for a temporary staging area.

MOTION: Vice Chairman Wright made a motion approving a temporary construction easement between East Fallowfield Township and the Coatesville Area School District. Supervisor DiRado seconded.

VOTE: 3-0. Supervisor Lambert abstained.

- 3) East Fallowfield Township Public Fire Hydrant Application to Pennsylvania America Water Company

Solicitor Crotty stated that the public fire hydrants will be turned over to the Township once the development is complete. This is on a public road.

MOTION: Vice Chairman Wright moved that the Township approve the Fire Hydrant Agreement, in the form as presented, for 600 Doe Run Road (South Brandywine Elementary School). Supervisor DiRado seconded.

Dennis Crook, Township resident, asked a question about public water and sewer.

VOTE: 3-0. Supervisor Lambert abstained.

- 4) Memorandum of Understanding between East Fallowfield Township and East Fallowfield Township Police Officers Association

Solicitor Crotty stated that the Police Association filed a grievance regarding a denied light-duty accommodation request for an off-duty injury. The memorandum would resolve the issue by granting three PTO days.

MOTION: Supervisor DiRado made a motion to approve a Memorandum of Understanding between East Fallowfield Township and East Fallowfield Township Police Officers Association as presented and authorize the Board Chairman or Vice Chairman to sign the document. Supervisor Lambert seconded.

VOTE: 4-0.

- 5) Solicitor Crotty stated there is a Zoning Board Hearing on May 6 at 7:00PM/Request for Variance Relief for 13 Juniata Drive (Informational). This is for a deck on slope areas.

7. PLANNING COMMISSION

- 1) No Report Submitted
- 2) Resignation of Planning Commission Member Ray Smith

MOTION: Supervisor Stoff made a motion to accept the resignation of Planning Commission Member Ray Smith. Vice Chairman Wright seconded.

Supervisor DiRado questioned if there is a report on the comprehensive plan update.

Shane Cloyd, township resident, questioned if he was on the vacancy board.

VOTE: 4-0.

Vacant	Member	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

8. POLICE DEPARTMENT

- 1) March Police Report submitted for Board and resident review.
- 2) Written Offer Letter of Employment for Part-Time Police Officer

MOTION: Vice Chairman Wright made a motion to tender a conditional offer of employment to Joshua Herzog to serve as part-time police officer at an hourly rate of \$29.33 (2026 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated April 28, 2026. Supervisor DiRado seconded.

Supervisor DiRado questioned if he is related to a former township supervisor.

Chief Osborn stated he is not aware of any political affiliation.

VOTE: 4-0.

- 3) Written Offer Letter of Employment for Part-Time Police Administrative Assistant

MOTION: Vice Chairman Wright made a motion to tender a conditional offer of employment to Tonya Carey to serve as part-time police administrative assistant at an hourly rate of \$22.00/hour

subject to a satisfactory background investigation and pre-employment physical. Supervisor Stoff seconded.

VOTE: 4-0.

9. PARK AND RECREATION BOARD

- 1) No Report Submitted
- 2) Request from Wild Rec LLC Requesting Reduced Fee for Field Permit

MOTION: Vice Chairman Wright made a motion approving the request from Wild Rec LLC to pay a reduced fee of \$25 for a field permit at the township park for youth soccer activities held on Fridays from May 8- June 12. Supervisor DiRado seconded.

Township Manager Swichar stated that in 2025, the board approved a reduced fee of \$25/day for a field permit and \$250 single security deposit at the township park for youth soccer activities.

VOTE: 4-0.

- 3) Request for Facility Use Permit at Township Park

MOTION: Supervisor DiRado made a motion approving the request for a facility use permit for a pavilion rental for Coatesville Youth Lacrosse on May 30 from 2:00pm-6:00pm. Vice Chairman Wright seconded.

Manager Swichar stated that per the park ordinance, board approval is needed when there are more than 75 attendees.

VOTE: 4-0.

- 4) Proposal from Jets Bounce Party Rental

MOTION: Supervisor DiRado made a motion that the Township approve a proposal from Jets Bounce Party Rental in the amount of \$600 from township's Park and Recreation fund for an inflatable rental at the Liberty Fest America 250 event on June 27, 2026. Vice Chairman Wright seconded.

Teri Dickinson, chair of the park and recreation board, commented.

VOTE: 4-0.

- 5) Proposal from The Driveway Band

MOTION: Vice Chairman Wright made a motion that the Township approve a proposal from the Driveway Band in the amount of \$995.00 from the township's Park and Recreation fund for a musician performance at the Liberty Fest America 250 event on June 27, 2026. Supervisor DiRado seconded.

Teri Dickinson, chair of the park and recreation board, stated this band has not been used before.

VOTE: 4-0.

- 6) Sponsorship monies received (to date) for Summer Concert Series are \$14,000 (Informational)

10. PUBLIC WORKS DEPARTMENT

March Road Department Report submitted for Board and resident review.

11. HISTORICAL COMMISSION

- 1) No Report Submitted

12. OLD BUSINESS:

13. NEW BUSINESS:

Supervisor Stoff stated that the Planning Commission is currently reviewing the scope for the comprehensive plan update.

14. PUBLIC PARTICIPATION

Philip Roomet, township resident, asked a question about a speed study and requested a three way stop at Cumberland and West Moreland Drive.

Shane Cloyd, township resident, discussed permit software.

Dennis Crook, township resident, discussed the Township's Planning Commission.

Nina Petro, township resident, discussed road work performed by the road crew.

Mike Petro, township resident, discussed a banner.

Jerry Dickinson, township resident, discussed staffing at the township building.

15. ADJOURNMENT

MOTION: Vice Chairman Wright made a motion to adjourn the April 28, 2026 Board of Supervisors Meeting at 8:24 pm. Supervisor DiRado seconded.

VOTE: 4-0.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Scott M. Swichar", is displayed on a light gray rectangular background.

Scott Swichar,
Township Manager/Secretary