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EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda July 28, 2026 at 6:30 PM

NOTE: BOARD OF SUPERVISORS MEETINGS ARE NOW LIVESTREAMED TO OUR YOUTUBE CHANNEL:
<https://www.youtube.com/@eastfallowfieldtownship>

1. Call to order, silent meditation and pledge of allegiance.
2. There was an executive session prior to the July 28, 2026, Board of Supervisors meeting to discuss legal and personal matters.
3. Ceremonial swearing in of Robert Sparr as Township Supervisor – Judge Joseph Heffern
4. Swearing in of Part-time Police Officer Joshua Herzog by Judge Joseph Heffern.
5. Election of Chairperson for 2026.

Call for Nominations

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

6. Election of Vice Chairperson for 2026.

Call for Nominations

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

7. 2026 Supervisor Liaison Appointments.

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

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

The following appointments were made at the January 5, 2026 Reorganizational meeting:

Township Office – Mike Domboski
Police Department –Katja DiRado
Public Works Department –Mike Domboski
Emergency Services and Fire Marshal –Al Wright
Planning Commission – Deborah Stoff
Historical Commission –Wilson Lambert
Park and Recreation –Mike Domboski
Environmental Advisory Committee (EAC)– Katja DiRado



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda July 28, 2026 at 6:30 PM

8. APPROVAL OF MINUTES

- a. June 23, 2026 Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the June 23, 2026, Board of Supervisors meeting minutes as presented.

9. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- a. June Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- b. June Westwood Fire Company EMS Report submitted for Board and resident review.
- c. June Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- d. June Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- e. June Modena Fire Company EMS Report submitted for Board and resident review.

10. TREASURER'S REPORT

- a. June 30, 2026 Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the June 30, 2026 Treasurer's Report as presented.

- b. Payment Authorizations.

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

11. MANAGER'S REPORT

- a. Approval of Comprehensive Plan Update Cost Estimate and Scope of Work

PROPOSED MOTION: I make a motion to approve the Chester County Planning Commission's Scope of Work and the Township's 50% cost share in the amount of \$31,073 for the preparation of the East Fallowfield Township Comprehensive Plan Update, with funding to be paid from the Township's Capital Fund.

- b. Approval of Brandywine Conservancy's Bike the Brandywine Event – September 19, 2026

PROPOSED MOTION: I make a motion to approve the request by the Brandywine Conservancy to conduct the Bike the Brandywine Event on Township roads on Saturday, September 19, 2026, subject to the Township being named as an additional insured on the event's liability insurance policy and compliance with all Township staff recommendations and requirements.

- c. Approval of Natural Pond Treatment Program from Solitude Lake Management



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda July 28, 2026 at 6:30 PM

PROPOSED MOTION: I make a motion to approve the proposal from Solitude Lake Management for the Township Park pond natural treatment program in the amount of \$3,472, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the agreement.

d. Approval of Pond Aeration System Installation from Solitude Lake Management

PROPOSED MOTION: I make a motion to approve the Services Agreement with Solitude Lake Management, LLC for the installation of an Oase TPD300S pond aeration system at East Fallowfield Community Park in the amount of \$3,896.00, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the agreement.

e. Approval of Lenni Electric COSTARS Quote for Installation of Electrical Conduit

PROPOSED MOTION: I make a motion to approve the COSTARS quotation from Lenni Electric Corporation for the installation of electrical conduit at the East Fallowfield Community Park in the amount of \$9,551.00, to be paid from the Township's Park and Recreation Fund, and to authorize the Township Manager to execute the necessary documents.

f. Approval of Revised Township Secretary and Office Assistant Job Descriptions

PROPOSED MOTION: I move that the Board of Supervisors adopt Resolution No. 2026-12 approving the revised job descriptions for the Township Secretary and Office Assistant, as presented.

g. Targeted Request for Proposals for UCC Building Code Official, Zoning Officer, and Code Enforcement Services (Informational Item)

h. Bulk Trash Cleanup Day is Saturday, October 17, 2026 from 9:00 am-3:00 pm (Informational Item)

i. Chester County Preservation Partnership Grant Program Award of \$218,200.00 awarded for the "East Fallowfield Community Park" project (Informational Item)

12. LEGAL

a. Retroactive Approval of Employee Health Insurance Plan Transition

PROPOSED MOTION: Motion to ratify and approve the retroactive transition of the Township's employee group health insurance coverage from United Healthcare to Highmark, effective January 1, 2026, and to authorize the appropriate Township officials to execute any related documents.

b. Easement Agreement for the Sewage Conveyance along Doe Run Road

PROPOSED MOTION: I make a motion to approve an easement and right of way agreement between East Fallowfield Township and Pennsylvania-American Water Company for the sewage conveyance along Doe Run Road.

c. Stormwater Management Agreement for 7 Wagner Lane (Eitner)

PROPOSED MOTION: I move that the Board approve the Stormwater Management Agreement for 7 Wagner Lane in the form as presented, and authorize the plans to be released for recording.

d. Authorization to Advertise Proposed Ordinance Increasing Board of Supervisors Compensation



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda July 28, 2026 at 6:30 PM

PROPOSED MOTION: I make a motion to authorize the Township Manager to advertise a proposed ordinance amending the East Fallowfield Township Code to increase the annual compensation of members of the Board of Supervisors to Four Thousand One Hundred Ninety Dollars (\$4,190.00), consistent with Act 94 of 2024.

- e. Discussion –Draft Ordinance Amending Chapter 18B Municipal Sewer Systems 18B-102.1
- f. Zoning Hearing Board Variance Application Received for 6 IMS Drive (Informational)

13. PARK AND RECREATION BOARD

- a. Report Submitted
- b. Appointment of Karl Skotleski to the Park and Recreation Board

PROPOSED MOTION: I make a motion to appoint Karl Skotleski to the Park and Recreation Board for the term ending December 31, 2028.

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
Milby Thorington	Member	2025-2029

- a. Request from George Anthony to Use Park Fields for Yoga Classes and Requesting a Waiver of Fees

PROPOSED MOTION: I make a motion approving the request from George Anthony to use the park fields for yoga classes in 2026 and waiving the fee for use of the park subject to naming the township as an addition insured on the applicant's insurance policy and the terms of use on the Township Park and Recreational Facilities Application.

- b. Summer Concert Event on August 20 Rain date is now August 26 (rain date was originally August 27) (Soul Patch Philly)

14. PLANNING COMMISSION

- a. Report Submitted
- b. Appointment of Deloin Scotton and TJ Berlin to the Planning Commission

PROPOSED MOTION 1: I make a motion to appoint Deloin Scotton to the Planning Commission for the term ending December 31, 2026.

PROPOSED MOTION 2: I make a motion to appoint TJ Berlin to the Planning Commission for the term ending December 31, 2029.



EAST FALLOWFIELD TOWNSHIP



Board of Supervisors Meeting Agenda July 28, 2026 at 6:30 PM

Guido Guintini	Chairperson	2026 to 2029
Charles Reed	Vice Chairman	2023 to 2026
Deborah Stoff	Member	2024 to 2027
VACANT	Member	2023 to 2026
Sue Monaghan	Member	2026 to 2029
Jerry Dickinson	Member	2024 to 2027
VACANT	Member	2026 to 2029
Vacant	Alternate member	2024 to 2027

15. POLICE DEPARTMENT

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

16. PUBLIC WORKS DEPARTMENT

- a. June Road Department Report submitted for Board and resident review.
- b. Approval of Guidemark, Inc. Quote for 2026 Road Line Striping

PROPOSED MOTION: I make a motion to approve the quotation from Guidemark, Inc. for pavement line striping on various Township roads in the amount of \$21,840.00, to be paid from the Township's Liquid Fuels Fund, and to authorize the Township Manager to execute the necessary documents.

17. HISTORICAL COMMISSION

- a. No report submitted

18. NEW BUSINESS

19. PUBLIC PARTICIPATION (20 minutes)

20. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
June 23, 2026 **UNApproved Minutes**
6:30 p.m.

Members Present

Al Wright, Vice Chairman
Wilson Lambert, Member
Katja DiRado, Member
Deborah Stoff, Member
Robert Sparr, 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 6:37 PM.

2. DISCUSSION

- A. An executive session was held prior to the June 23, 2026 Board of Supervisors meeting to discuss legal and personnel issues.

B. APPROVAL OF MINUTES

May 26, 2026 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor DiRado made a motion to approve the May 26, 2026 Board of Supervisors meeting minutes as presented. Supervisor Stoff seconded.

VOTE: 5-0.

C. ELECTION OF CHAIRPERSON

Vice Chairperson Wright tabled this matter until next month.

D. PRESENTATION:

PRESENTATION BY TOWNSHIP'S SEWER ENGINEER, DAVE PORTER (ACT 537 PLAN AND POTENTIAL FUTURE SEWER SERVICE AREAS)

Mr. Porter discussed the extension of public water and sewer to the Doe Run Elementary School site. Mr. Porter stated the school district has contemplated redevelopment of this site since 2000's. The School District processed the sewage facilities module with the Township after Act 537 Plan update was approved by DEP. Mr. Porter stated that there is potential for homeowners to make connections to public sewer. However, Chapter 18B of the Township Ordinance only requires connection to the public sewer only after written notice is provided to the property owner. The ordinance is written to provide flexibility and discretion for the township to decide whether a homeowner should connect to public sewer. The Township is not required to direct homeowners to

connect to public sewer but could do so if there are issues with their existing sanitary system. Mr. Porter stated there are low interest loans through Pennvest to make a physical connection to sanitary sewer main.

Solicitor Crotty questioned if PA American provides any funding to connect to public sewer. He stated that maybe there is a way to update the ordinance to not force people to connect if they do not have a failing system.

Mr. Porter stated that for a public sewer project that is intended to service existing residential projects, infrastructure costs would be divided among customers, If the bona fide contribution is over \$20,000 depending upon length of sanitary sewer. However, if number comes in under \$20,000, the residents will not have to pay for the physical infrastructure but would only have to pay for connection to the public sewer.

Supervisor DiRado questioned when the Township's Act 537 is up for review.

Mr. Porter stated that DEP wants Townships to review the plan every ten years.

Dennis Crook, Township resident, commented on chapter 26.

Shane Cloyd, Township resident, commented on the pump station.

Supervisor Stoff questioned the difference between designed for and permitted for.

Mr. Porter stated that pump stations are designed to handle more flow than they are permitted for.

Philip Roomet, township resident, commented on the township ordinance.

PRESENTATION BY PENNONI (JOHN RENZO) ON STATUS OF MORTONVILLE BRIDGE

Mr. Renzo, from Pennoni, provided an overview of the Mortonville Road Bridge replacement. The Township's engineer has completed all environmental clearance work in preparation for the joint permit application that will need to be submitted to the DEP. Mr. Renzo stated that structural design work has begun. He stated that he believes it will be 6-9 months before permits are in hand. Once the permits are in hand, the project will be publicly bid.

Supervisor Stoff questioned if construction is limited to specific seasons.

Mr. Renzo stated that construction is not limited to the bridge, but construction will need to be timed for the stream reconstruction.

Supervisor Wright questioned if the bridge could be built before the stream restoration.

Mr. Renzo stated that the bridge replacement could take precedence, however a permit would still be needed. The stream restoration is paramount to the success of the bridge replacement. He discussed options for an emergency permit.

Lynn Poley, Township resident at 321 Martingale Circle, discussed a fire that occurred at her property.

Shane Cloyd, township resident, discussed the bridge project.

Philip Roomet, township resident, discussed the bridge project.

Connie McLaughlin, township resident, discussed the bridge structure.

Supervisor Sparr participated in the meeting remotely via Zoom. At approximately 7:50 p.m., Supervisor Sparr lost his Zoom connection and was no longer present for the remainder of the meeting.

E. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. TREASURER'S REPORT

- 1) May 31, 2026 Treasurer's Report

MOTION: Vice Chairman Wright made a motion to approve the May 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 May 27, 2026 through June 23, 2026 in the total amount of \$216,425.01 as presented. Supervisor Lambert seconded.

VOTE: 4-0.

4. TOWNSHIP MANAGER'S REPORT

- 1) Modena Fire Company – Request for Capital Funding for 2018 Pierce Enforcer Engine

Mr. Swichar stated that the township sets aside \$36,600 every year for each fire department.

Township is served by two fire departments, Modena Fire Company and Westwood Fire Company. These funds come from the Fire/EMS fund. A total of \$73,200 a year is reserved for Fire/EMS capital purchases. Modena is requesting \$23,954.82 this year which represents their 8th installment loan payment on a 2018 Pierce Enforcer Engine.

MOTION: Supervisor DiRado made a motion to pay an eighth loan installment payment of \$20,000 to Modena Fire Company for the 2018 Pierce Enforcer Engine. Supervisor Stoff seconded.

VOTE: 4-0.

2) Resignation of Members from Municipal Building Committee

MOTION: Vice Chairman Wright made a motion accepting the resignation of Wilson Lambert from the Municipal Building Committee with the term ending 12/31/2026. Supervisor DiRado seconded.

VOTE: 4-0.

Vacant	Member 2026 to 2026	1-year term
Vacant	Member 2026 to 2026	1-year term
Katja DiRado	Member 2026 to 2026	1-year term
Vacant	Member 2026 to 2026	1-year term
John Ionata	Member 2026 to 2026	1-year term
Jerry Dickinson	Member 2026 to 2026	1-year term
Chuck Argue	Member 2026 to 2026	1-year term
Scott Swichar	Advisor	

3) Appointment of Members to the Municipal Building Committee (3 vacancies)

Note: Applications received from Eric Ramoth, John Humenick, Joe McCormick, and Shane Cloyd

MOTION: Vice Chairman Wright made a motion to appoint Eric Ramoth, John Humenick, and Joe McCormick to the Municipal Building Committee with the term ending 12/31/2026. (7 members maximum). Supervisor Stoff seconded.

Connie McLaughlin, township resident, discussed an alternate position.

VOTE: 4-0.

Eric Ramoth	Member 2026 to 2026	1-year term
John Humenick	Member 2026 to 2026	1-year term
Katja DiRado	Member 2026 to 2026	1-year term
Joe McCormick	Member 2026 to 2026	1-year term
John Ionata	Member 2026 to 2026	1-year term
Jerry Dickinson	Member 2026 to 2026	1-year term
Chuck Argue	Member 2026 to 2026	1-year term
Scott Swichar	Advisor	

4) Consideration of One-Time Bonus for Sue Sereditch

MOTION: Vice Chairman Wright moved that the Board of Supervisors approve a one-time bonus in the amount of \$2,500 for part-time employee Sue Sereditch in recognition of her exceptional service and willingness to assume additional responsibilities outside of her regular job duties during the extended medical leave of a full-time employee, thereby assisting in maintaining Township operations and services. Supervisor Lambert seconded.

Shane Cloyd, township resident, commented on the bonus.

VOTE: 4-0.

5) New Business: none

5. LEGAL

1) Statement of the Board of Supervisors regarding Federal Immigration Enforcement Activities

Solicitor Crotty stated that the board voted on this item last month however, when they reviewed the minutes, they did not hear a definitive motion and second.

MOTION: Supervisor DiRado moved that the Board approve and authorize issuance of the 'Board Statement on ICE enforcement' as presented. Supervisor Stoff seconded.

VOTE: 4-0.

2) Proposed Ordinance No. 2026-02 Updating Service Credit Calculation Formula for Volunteer Service Credits Pursuant to Act 172 of 2016

Solicitor Crotty stated that the county updated its ordinance, so we want the township to update its ordinance to match the county criteria.

MOTION: Vice Chairman Wright made a motion directing the Township Solicitor to draft and advertise 2026-02 amending Ordinance No. 2026-01, which established a volunteer service credit program for volunteer fire companies and nonprofit emergency medical services pursuant to Act 172 of 2016, to update the service credit calculation formula. Supervisor Lambert seconded.

VOTE: 4-0.

3) Consideration of Proposed Residential Rental Registration and Inspection Ordinance (Discussion Only)

Solicitor Crotty stated that the Planning Commission brought up a residential rental and inspection ordinance. The proposed ordinance is in the board's packet for review. The next step would be for the Board to authorize advertisement of the ordinance for possible adoption.

4) Easement Agreement for the Sewage Conveyance along Doe Run Road

Solicitor Crotty stated that the agreement is being updated by their office and is not ready for adoption.

5) Zoning Hearing Board Variance Application Received for 1640 Goosetown Road (Informational)

Solicitor Crotty stated that there is a variance application for a pool. A pool is treated as impervious surface for stormwater management.

6) New Business

6. ENVIRONMENTAL ADVISORY COUNCIL (EAC)

- 1) Vice Chairman stated a decision was made on the Official Federal name for an unnamed creek which will now be called Schist Creek (Informational).

Dennis Crook, township resident, commented on the draft residential rental ordinance.

Philip Roomet, township resident, commented on the draft ordinance.

Solicitor Crotty stated that the township fire marshal brought up the draft residential rental ordinance noting there was a strong need for it.

Connie McLaughlin, township resident, commented on the draft rental ordinance.

7. PARK AND RECREATION BOARD

- 1) Report Submitted
- 2) Teri Dickinson stated that the 2026 America 250 Freedom Fest event is on Saturday, June 27, 9:00-3:00pm. (Informational)
- 3) Vice Chairman Wright stated that the next 2026 Summertime Music concert event is July 17 (Informational)

8. PLANNING COMMISSION

- 1) Report Submitted

9. POLICE DEPARTMENT

- 1) May Police Report submitted for Board and resident review.
- 2) Purchase of Body Worn Cameras from Motorola Solutions

MOTION: Supervisor DiRado made a motion approving the purchase of 6 body worn cameras and related accessories from Motorola Solutions in the amount of \$11,534.84 from the Township's Capital Fund. Supervisor Lambert seconded.

VOTE: 4-0.

10. PUBLIC WORKS

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

2) HISTORICAL COMMISSION

- 1) No Report Submitted
- 3) OLD BUSINESS: None

- 4) NEW BUSINESS: None

5) PUBLIC PARTICIPATION

Shane Cloyd, township resident, commented on right to know requests and permit software.

Sandra Simmons, township resident, commented on a sink hole in her yard. She thanked the manager and road crew for repairing the drainage. She thanked the Board of Supervisors.

Philip Roomet, township resident, commented on protected speech.

Connie McLaughlin, township resident, commented on Park Avenue Bridge closure in Valley Township.

Dennis Crook, township resident, commented on Act 537 Plan.

ADJOURNMENT

MOTION: Vice Chairman Wright made a motion to adjourn the June 23, 2026 Board of Supervisors Meeting at 8:34 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

WESTWOOD FIRE COMPANY

EMS Report – June 2026 East Fallowfield Township

34 Total Responses East Fallowfield Township

**27 Responses Westwood Division
7 Responses Wagontown Division**

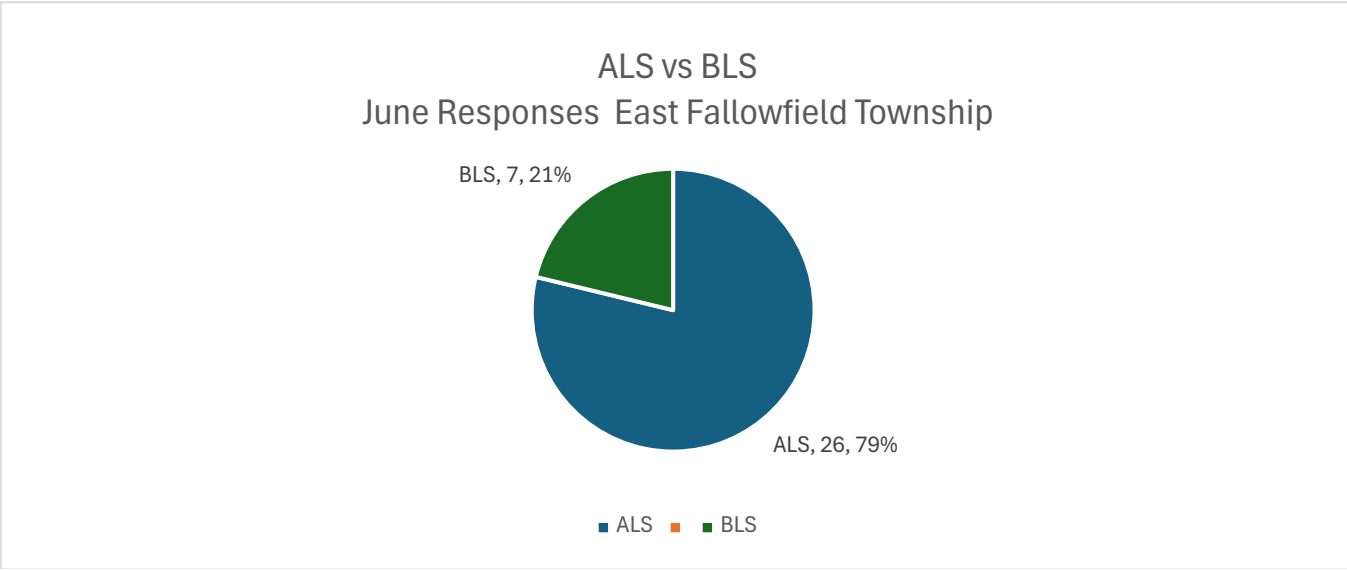
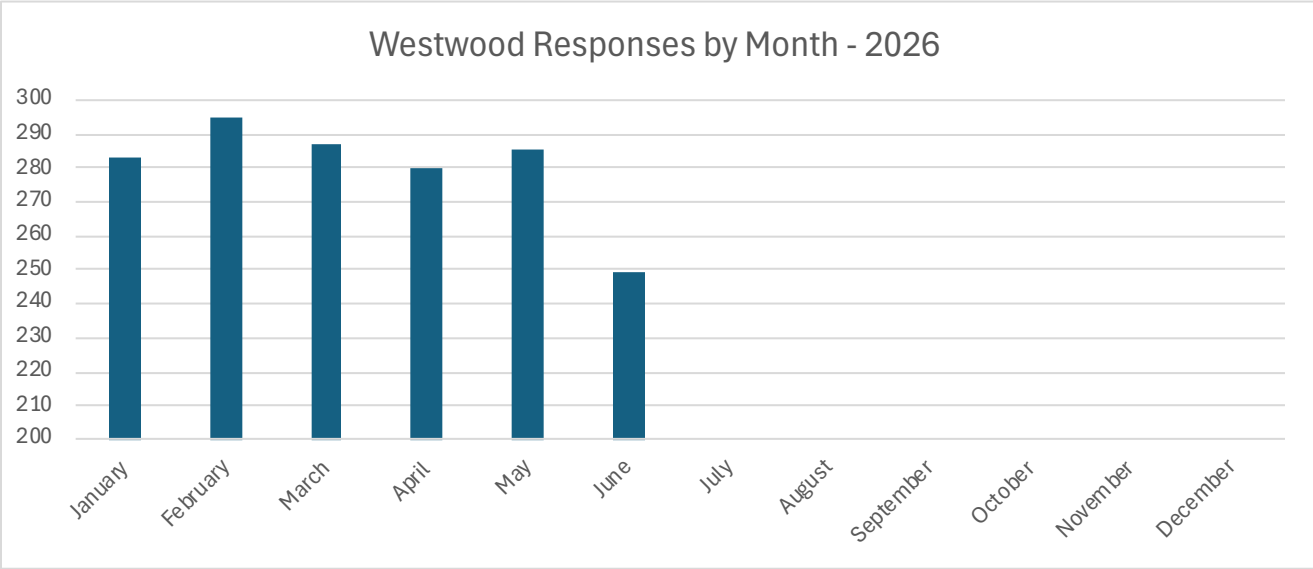
238 – Responses YTD

Medical	26
Fall	4
Injured Person	2
Cardiac Arrest	2

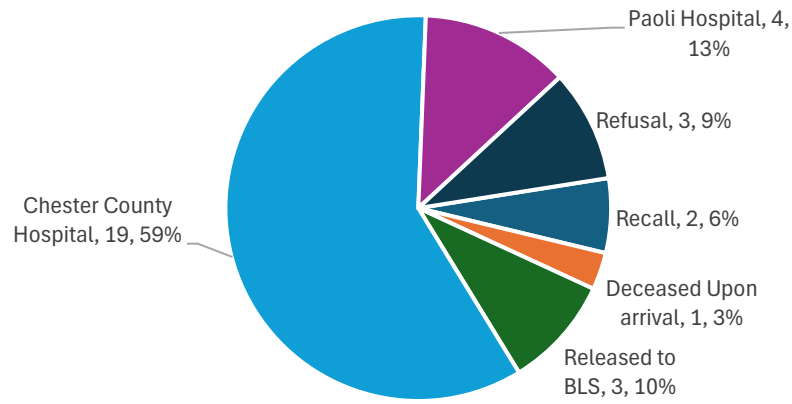
Westwood EMS Responses June 2026 – 249

Westwood EMS Responses YTD - 1679

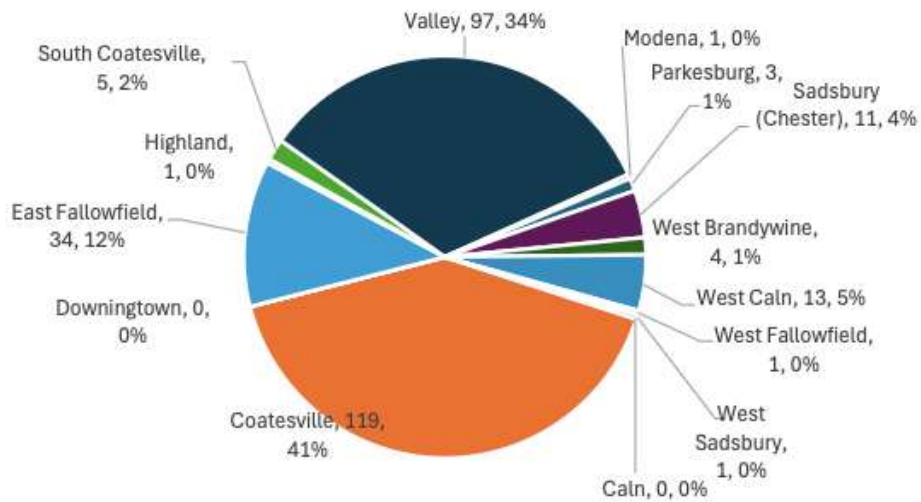
John Sly – Director of EMS

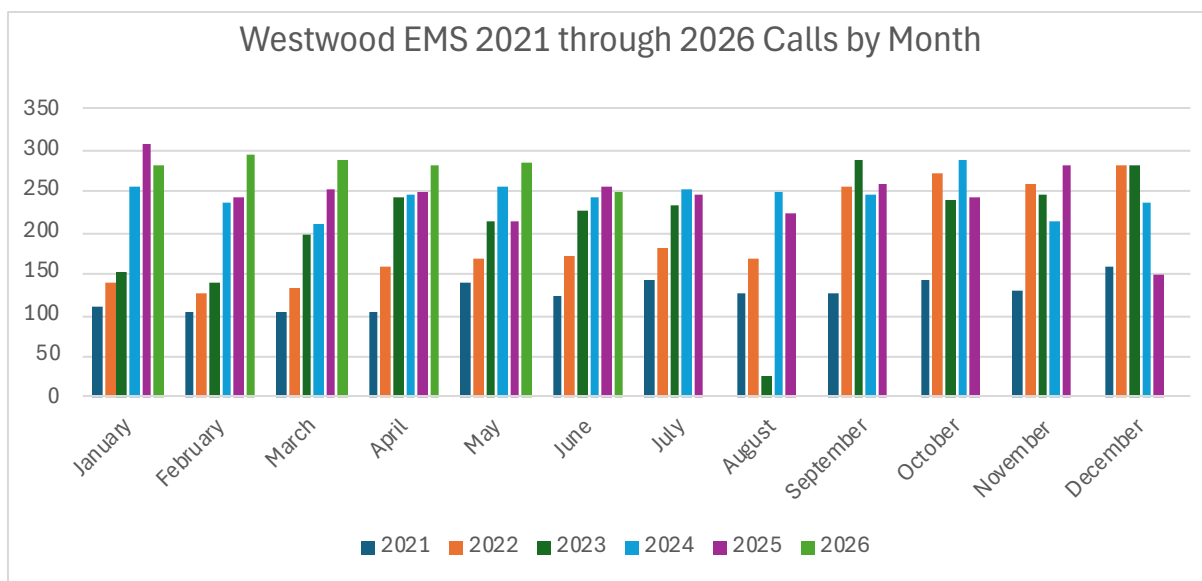


East Fallowfield Twp June Final Disposition



Westwood Calls by Municipality







Westwood Fire Company

Fire Chief's Report

June, 2026



Total Calls For June

43

Total Calls For June – East Fallowfield Township

8

Call Types – East Fallowfield Township

Assist EMS	1
Mower Fire	1
Fire Alarm	2
House Fire	1
Brush Fire	1
Investigation	1
CO Alarm	1

Total Time in Service: 13 *hours, 50 minutes*

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

Michael McWilliams – Fire Chief



Fire Chief's Report

June 2026

29 Calls

Incident Types

4 Fire Alarms	10 EMS Assist	1 Barn
2 Chief Notification	1 Standby	1 Outbuilding
2 House Fires	1 Trees & Wires	1 Investigation Outside
2 Farm Equipment	2 Auto Accidents	1 brush
1 Assist PD Traffic Control		

Area's Covered

4 Modena	6 South Coatesville	15 East Fallowfield
0 West Marlborough	0 Newlin	1 Coatesville City
2 West Fallowfield	1 West Bradford	

Time In Service

Time In Service, 16 Hours and 27 Minutes

Property and Contents at Risk and Lost

Property Lost \$50,000
Contents Lost \$0

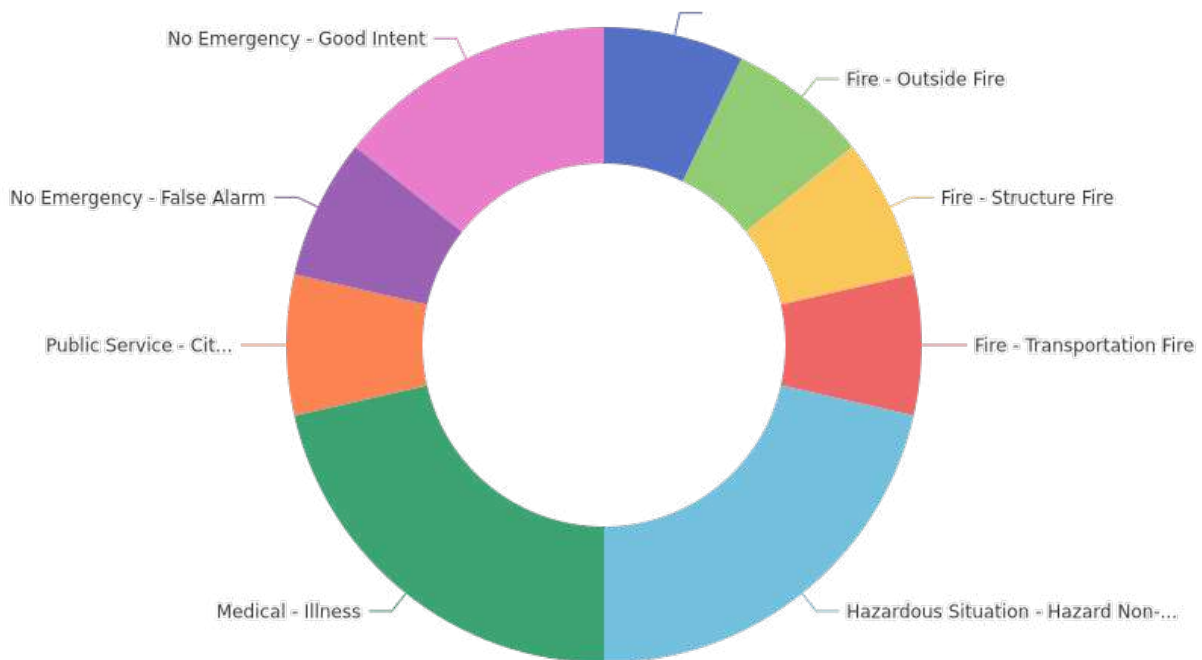
Units Ran and Mileage

Command 37 ran 4 calls
Brush 37 ran 1 call
Utility 37 ran 1 call
Tanker 37 ran 2 calls
Squad 37 ran 15 calls
Engine 37 ran 17 calls

Respectfully Submitted,
Frank Dowlin
Fire Chief



FDR-IR: Incident Count by Primary Incident Sub Group



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Fire	3	21.43%
Fire - Outside Fire	1	7.14%
Fire - Structure Fire	1	7.14%
Fire - Transportation Fire	1	7.14%
Hazardous Situation	3	21.43%
Hazardous Situation - Hazard Non-Chemical	3	21.43%
Medical	3	21.43%
Medical - Illness	3	21.43%

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	1	7.14%
Public Service - Citizen Assist	1	7.14%
No Emergency	3	21.43%
No Emergency - False Alarm	1	7.14%
No Emergency - Good Intent	2	14.29%
Law Enforcement Support	1	7.14%
	1	7.14%
Total	14	100.00%



MONTHLY REPORT FOR MODENA FIRE CO. NO. 1 AMBULANCE

JUNE EMS REPORT 2026

SHIFT BREAKDOWN (12 Hr Shifts – 0600 – 1800 / 1800 – 0600)

Day	54
NIGHT	48
TOTAL	102

AMBULANCE	MILES
37-1/37-3	3366
37-2	0
Total	3366

Time on Calls	TIME
A1/A3	234.22H
A2	0
TOTAL: 96	234.22H

MCD:	NUMBER OF CALLS:
Caln Township	2
Coatesville	19
Downingtown	XXX
West Caln	1
East Fallowfield Township	30
Highland	XXX
Modena	11
Newlin Township	1
Uwchlan	1
South Coatesville	15
Valley Township	4
West Bradford Township	17
West Brandywine Township	1
West Marlborough Township	1

DISPOSITION	TOTAL
NOT ENTERED (Fire Standby / Recall / Refusal / ETC)	46
PENN Medicine – Chester County Hospital	44
Main Line Health – Paoli Memorial Hospital	11
Christiania Care West Grove	1
PENN Medicine – Lancaster General Hospital	Xxx
Children's Hospital of Philadelphia - KOP	3

CALL OUTCOME	TOTAL
No Services Required	16
Patient Dead At Scene – Resuscitation Attempted (Without Transport)	1
Patient Dead At Scene – No Resuscitation Attempted (Without Transport)	XXX
Patient Refused Care	1
Recalled Enroute	8
Recalled On-Scene	3
Recalled Prior to Response	2
Stand-by Public Safety, Fire, or EMS Operational Support Provided	1
Treated, Refused Transport	15
Treated, Released to IALS	XXX
Treated, Transferred Care	XXX
Treated, Transported ALS	24
Treated, Transported BLS	31
Total	102

Total Personal 17
Calls Answered 102

Modena Personal: Total 16
Volunteer 1
Career 15

Hours on Calls 232.22

Average Response Time 2.26 minutes

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

Submitted: Lyann Thomas

TOWNSHIP of EAST FALLOWFIELD



FINANCIAL REPORT

July 28, 2026



Township of East Fallowfield
Bank Account Balances
as of June 30, 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	\$1,657,863	\$1,657,863
	Capital Projects Fund	PLGIT	\$559,863	\$559,863
	<u>Total Capital Projects Fund Account</u>		<u>\$2,217,726</u>	<u>\$2,217,726</u>
<u>General Fund</u>				
	Fire/EMS	Meridian Bank	\$1,206,954	\$1,206,954
	General Fund (incl sweep acct balance)	Meridian Bank	\$3,708,347	\$3,709,294
	General Fund - Cash Dep Only	Fulton Bank	\$3,995	\$3,995
	<u>Total General Fund Accounts</u>		<u>\$4,919,295</u>	<u>\$4,920,243</u>
<u>Liquid Fuels Fund</u>				
	Liquid Fuels Fund	Meridian	\$270,695	\$270,695
	<u>Total Liquid Fuels Account</u>		<u>\$270,695</u>	<u>\$270,695</u>
<u>Park & Recreation Fund</u>				
	Parks & Recreation Fund	Meridian	\$231,776	\$234,006
	<u>Total Park & Recreation Account</u>		<u>\$231,776</u>	<u>\$234,006</u>
<u>Rebill Fund</u>				
	Rebill/Escrow	Meridian	\$55,029	\$55,029
	<u>Total Rebill Account</u>		<u>\$55,029</u>	<u>\$55,029</u>
<u>Trash Fund</u>				
	Trash	Meridian	\$1,524,706	\$1,524,734
	<u>Total Trash Account</u>		<u>\$1,524,706</u>	<u>\$1,524,734</u>
	East Fallowfield Township Bank Accounts- Meridian Bank		\$8,655,369	\$8,658,575
	East Fallowfield Township Bank Accounts- PLGIT		\$559,863	\$559,863
	East Fallowfield Township Bank Accounts- Fulton Bank		\$3,995	\$3,995
	<u>Total of all East Fallowfield Township Bank Accounts</u>		<u>\$9,219,227</u>	<u>\$9,222,433</u>

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
GENERAL FUND						
Revenue						
301 · Real Property Taxes						
301.10 · Real Property Taxes - Current	800,198.37	820,816.00	97%	794,910.33	820,129.00	97%
301.11 · Real Property Taxes - Fire/EMS		0.00	0%		0.00	0%
301.20 · Real Property Taxes - Prior Yea	44,879.32	80,000.00	56%	35,386.37	80,000.00	44%
301.24 · Real Property Taxes - Collect F	-10,426.14	-10,000.00	104%	-10,697.60	-13,000.00	82%
301 · Real Property Taxes - Other	0.00	0.00	0%	0.00	0.00	0%
Total 301 · Real Property Taxes	834,651.55	890,816.00	94%	819,599.10	887,129.00	92%
310 · Local Tax Enabling Act Taxes						
310.10 · Real Estate Transfer Tax	79,129.09	140,000.00	57%	121,223.34	152,150.00	80%
310.20 · Earned Income Tax—Current	901,830.63	1,674,000.00	54%	917,412.77	1,700,000.00	54%
310.24 · Earned Income Tax—Collector Fee	-11,012.94	-20,758.00	53%	-10,917.20	-20,740.00	53%
310.25 · ChesCo. Tax Collection Comm.Fee	-1,582.54	0.00	0%	-2,424.46	-3,043.00	80%
310.50 · Local Services Tax—Current	16,693.89	27,500.00	61%	18,563.07	35,000.00	53%
310.54 · Local Services Tax-CollectorFee	-203.79	-341.00	60%	-220.91	-427.00	52%
Total 310 · Local Tax Enabling Act Taxes	984,854.34	1,820,401.00	54%	1,043,636.61	1,862,940.00	56%
321 · Business Licenses and Permits						
321.60 · Contractor Registration	0.00	0.00	0%	0.00	0.00	0%
321.61 · Peddler Permit	300.00	0.00	0%	150.00	0.00	0%
321.801 · Comcast Franchise Fee	28,087.28	60,000.00	47%	25,661.33	55,000.00	47%
321.802 · Verizon Franchise Fee	37,489.01	72,000.00	52%	34,374.77	73,000.00	47%
321.90 · Cable Tower Fee	300.00	300.00	100%	300.00	300.00	100%
Total 321 · Business Licenses and Permits	66,176.29	132,300.00	50%	60,486.10	128,300.00	47%
322 · Non-Business Licenses & Permits						
322.50 · Street Opening Permit	5,373.00	4,000.00	134%	2,295.00	3,600.00	64%
322.90 · Miscellaneous Permits	0.00	0.00	0%	0.00	0.00	0%
Total 322 · Non-Business Licenses & Permits	5,373.00	4,000.00	134%	2,295.00	3,600.00	64%
331 · Fines						
331.11 · Vehicle Code Violations	0.00	0.00	0%	0.00	0.00	0%
331.12 · Violations Ordin/Statues/Etc	7,038.92	12,000.00	59%	6,921.73	12,000.00	58%
331.13 · State Police Fines	1,664.49	4,000.00	42%	1,859.73	3,000.00	62%
Total 331 · Fines	8,703.41	16,000.00	54%	8,781.46	15,000.00	59%
341 · Interest Earnings						
341.01 · Interest on Checking	72,571.96	80,000.00	91%	52,089.78	90,000.00	58%
Total 341 · Interest Earnings	72,571.96	80,000.00	91%	52,089.78	90,000.00	58%
342 · Rents & Royalties						
342.53 · Royalties from Cell Tower	25,041.31	50,000.00	50%	25,899.52	50,000.00	52%
342 · Rents & Royalties - Other	0.00	0.00	0%	0.00	0.00	0%
Total 342 · Rents & Royalties	25,041.31	50,000.00	50%	25,899.52	50,000.00	52%
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
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 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	6,000.00	1,500.00	400%	6,000.00	1,500.00	400%
361.74 · Postage	0.00	0.00	0%	0.00	0.00	0%
361.80 · Grass Cutting or Chipping Srvc	240.00	0.00	0%	0.00	0.00	0%
Total 361 · Charges for Services	6,240.00	1,500.00	416%	6,000.00	1,500.00	400%
362 · Public Safety						
362.100 · Police Services	555.60	500.00	111%	820.00	500.00	164%
362.105 · Special Police Services	550.00	500.00	110%	0.00	500.00	0%
362.11 · Police Reports - Copies	0.00	500.00	0%	0.00	500.00	0%
362.41 · Building Permits	365,711.42	120,000.00	305%	71,086.65	110,000.00	65%
362.42 · Stormwater Management Permits	640.75	2,000.00	32%	3,050.75	1,000.00	305%
362.50 · Burning Permit	330.00	400.00	83%	130.00	400.00	33%
Total 362 · Public Safety	367,787.77	123,900.00	297%	75,087.40	112,900.00	67%
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	-41.00	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	1,350.36	1,350.00	100%	1,350.36	1,200.00	113%
Total 364 · Sanitation	1,309.36	1,350.00	97%	1,350.36	1,200.00	113%
389 · Misc Revenue						
389.00 · Miscellaneous Revenue	27,144.96	2,500.00	1086%	16,241.00	1,000.00	1624%
389.10 · Insurance Refund	28,596.00	5,000.00	572%	3,252.00	0.00	0%
389 · Misc Revenue - Other	0.00	0.00	0%	0.00	0.00	0%
Total 389 · Misc Revenue	55,740.96	7,500.00	743%	19,493.00	1,000.00	1949%
391.10 · Sale of Fixed Assets	9,801.00	0.00	0%	2,025.00	2,000.00	101%
395 · Refunds of Prior Year Expend	0.00	0.00	0%	1,000.00	0.00	0%
Use of Reserves					1,231,677.00	
Total Revenue	2,438,250.95	3,209,767.00	76%	2,117,743.33	4,503,000.00	47%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
Expense						
400 · Supervisors						
400.105 · Salaries	6,090.28	12,500.00	49%	5,868.06	12,500.00	47%
400.192 · FICA/Medicare	465.93	956.00	49%	448.92	956.00	47%
400.352 · Liability Insurance	0.00	0.00	0%	0.00	0.00	0%
400.460 · Conferences/Training	449.00	1,000.00	45%	395.04	1,000.00	40%
Total 400 · Supervisors	7,005.21	14,456.00	48%	6,712.02	14,456.00	46%
401 · Township Manager						
401.110 · Manager - Salary	64,800.00	140,400.00	46%	64,800.00	144,612.00	45%
401.197 · 457 Plan	1,296.00	2,808.00	46%	1,296.00	2,892.00	45%
401.315 · Employee Medical Contribution	-914.64	-1,900.00	48%	-914.64	-1,982.00	46%
401.317 · Other Costs	0.00	0.00	0%	0.00	0.00	0%
Total 401 · Township Manager	65,181.36	141,308.00	46%	65,181.36	145,522.00	45%
402 · Auditing Services						
402.311 · Annual Audit Fee	0.00	11,000.00	0%	11,025.00	11,500.00	96%
Total 402 · Auditing Services	0.00	11,000.00	0%	11,025.00	11,500.00	96%
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	38,675.63	120,000.00	32%	53,003.45	272,000.00	19%
404.314 · Special Legal - Unions	0.00	30,000.00	0%	3,531.50	15,000.00	24%
Total 404 · Legal	38,675.63	150,000.00	26%	56,534.95	287,000.00	20%
405 · Office Administration						
405.110 · Secretary - Wages	16,869.54	33,034.00	51%	14,644.30	32,832.00	45%
405.112 · Treasurer - Salary	43,881.74	96,408.00	46%	45,392.40	97,850.00	46%
405.115 · FT Admin - Wages	19,631.57	108,150.00	18%	24,958.92	128,916.00	19%
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	10,841.49	29,658.00	37%	11,113.85	30,922.00	36%
405.194 · Unemployment Compensation	927.58	1,000.00	93%	354.97	1,075.00	33%
405.195 · Workers' Compensation	931.82	1,000.00	93%	1,372.32	1,370.00	100%
405.196 · Health/Dental Insurance	58,138.68	98,685.00	59%	67,924.38	193,044.00	35%
405.197 · Pension	1,669.60	21,279.00	8%	8,466.07	22,283.00	38%
405.198 · Life / AD&D	322.53	798.00	40%	354.78	880.00	40%
405.199 · STD/LTD	743.59	1,019.00	73%	957.78	2,689.00	36%
405.315 · Employee Medical Contrib	-2,549.52	-9,102.00	28%	-3,601.99	-13,652.00	26%
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	4,824.00	4,000.00	121%	368.00	5,239.00	7%
405 · Office Administration - Other	0.00	0.00	0%	0.00	0.00	0%
Total 405 · Office Administration	156,232.62	356,743.00	44%	172,305.78	463,621.00	37%
406 · General Government						
406.210 · Office Supplies	1,727.88	3,000.00	58%	938.43	3,250.00	29%
406.215 · Postage	1,348.00	1,500.00	90%	180.57	2,490.00	7%
406.310 · Payroll Service	2,343.42	6,500.00	36%	3,020.40	5,025.00	60%
406.311 · Consultant/Bookkeeping Help	7,500.00	5,000.00	150%	0.00	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
406.317 · Other Services/Charges	2,455.33	2,000.00	123%	899.90	2,615.00	34%
406.321 · Telephone	1,158.03	2,500.00	46%	1,159.08	2,400.00	48%
406.324 · Mobile Phone	485.17	1,500.00	32%	391.74	1,020.00	38%
406.341 · Advertising	2,109.34	5,000.00	42%	2,361.24	4,320.00	55%
406.342 · Printing/Newsletter	489.00	3,000.00	16%	502.00	1,000.00	50%
406.352 · Liability Insurance	6,382.97	7,350.00	87%	6,850.48	6,702.00	102%
406.384 · Rent - Copier/Postage Meter	1,338.00	3,000.00	45%	1,608.50	2,676.00	60%
406.391 · Credit Card Processing Fees	386.79	1,200.00	32%	0.00	0.00	0%
406.392 · Bank Fees	-1.32	100.00	-1%	488.37	900.00	54%
406.393 · Late Fees	0.00	0.00	0%	3.02	0.00	0%
406.420 · Dues/Memberships/Subscriptions	5,025.00	5,000.00	101%	4,925.99	6,005.00	82%
406.450 · Codification/Transparency	995.00	15,000.00	7%	1,045.00	13,000.00	8%
406.454 · Document Digitization	650.00	2,000.00	33%	650.00	5,000.00	13%
406.460 · Meetings and Education	5,075.46	12,000.00	42%	3,837.83	11,725.00	33%
406.520 · Library Donation	0.00	9,000.00	0%	0.00	9,000.00	0%
Total 406 · General Government	39,468.07	84,650.00	47%	28,862.55	77,128.00	37%
407 · IT						
407.325 · Internet Fees	2,255.08	4,000.00	56%	2,275.85	4,763.00	48%
407.452 · Contracted IT Service	8,667.00	14,000.00	62%	7,129.50	26,000.00	27%
407.453 · Computer Repairs/Maint/Equip	848.71	1,000.00	85%	2,049.87	1,000.00	205%
407.454 · Website	0.00	0.00	0%	0.00	0.00	0%
407.455 · Email Hosting	23.44	0.00	0%	0.00	25.00	0%
407.456 · Software/Web Applications	1,216.39	2,000.00	61%	1,583.24	1,510.00	105%
Total 407 · IT	13,010.62	21,000.00	62%	13,038.46	33,298.00	39%
408 · Engineering						
408.313 · Engineering Services	11,373.13	19,000.00	60%	9,527.13	20,000.00	48%
Total 408 · Engineering	11,373.13	19,000.00	60%	9,527.13	20,000.00	48%
409 · General Govt Buildings						
409.236 · Building Supplies	333.25	1,500.00	22%	894.04	1,000.00	89%
409.351 · Property Insurance	1,594.26	1,500.00	106%	1,023.76	2,231.00	46%
409.361 · Electricity	3,856.26	4,250.00	91%	3,161.03	6,600.00	48%
409.362 · Gas	5,394.14	7,000.00	77%	5,984.87	6,000.00	100%
409.373 · Building Repair/Maintenance	2,280.86	4,000.00	57%	2,411.83	4,790.00	50%
409.430 · Taxes	867.34	8,000.00	11%	798.98	8,103.00	10%
Total 409 · General Govt Buildings	14,326.11	26,250.00	55%	14,274.51	28,724.00	50%
410 · Police						
410.110 · Chief - Salary	50,076.00	114,618.00	44%	62,159.13	134,928.00	46%
410.112 · FT Officer - Salaries	199,518.97	441,514.00	45%	218,333.68	463,635.00	47%
410.114 · Admin Assistant - Wages	13,411.64	28,325.00	47%	15,873.42	29,744.00	53%
410.115 · PT Officer - Wages	62,415.23	137,719.00	45%	37,463.35	161,598.00	23%
410.171 · Leave - Vacation	3,504.99	54,957.00	6%	1,209.14	57,710.00	2%
410.172 · Leave - Holiday	27,158.34	41,955.00	65%	29,066.12	52,758.00	55%
410.176 · Leave - Personal	4,322.21	17,481.00	25%	5,189.18	18,357.00	28%
410.177 · Leave - Sick	14,695.99	19,963.00	74%	11,486.83	21,714.00	53%
410.178 · Leave - Chart/Kelly Time	35,498.36	45,452.00	78%	34,812.66	47,729.00	73%
410.180 · Overtime Pay	8,579.65	20,600.00	42%	18,286.73	21,000.00	87%
410.181 · Court Overtime Pay	5,739.24	16,480.00	35%	5,462.46	13,896.00	39%
410.182 · Special Detail - Prof. ERT	3,300.00	3,000.00	110%	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%	9,220.32	20,000.00	46%	10,834.32	23,033.00	47%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
410.188 · 457 Plan (Twp Contribution)	0.00	0.00	0%	1,868.28	4,048.00	46%
410.192 · FICA/Medicare	32,744.01	71,838.00	46%	33,895.28	81,174.00	42%
410.194 · Unemployment Compensation	2,582.98	5,000.00	52%	1,124.59	3,010.00	37%
410.195 · Workers' Compensation	23,214.49	39,900.00	58%	35,028.03	39,981.00	88%
410.196 · Health/Dental Insurance	119,910.30	239,769.00	50%	140,747.80	282,616.00	50%
410.197 · Pension	28,379.69	86,969.00	33%	33,707.97	85,217.00	40%
410.198 · Life / AD&D	1,580.46	3,479.00	45%	1,580.46	3,319.00	48%
410.199 · STD/LTD	2,188.53	3,111.00	70%	2,548.14	5,105.00	50%
410.210 · Office Supplies	540.78	2,000.00	27%	695.88	2,000.00	35%
410.215 · Postage	39.63	50.00	79%	0.00	50.00	0%
410.220 · Operating Supplies	917.98	2,500.00	37%	238.45	2,500.00	10%
410.224 · Medical Supplies	588.05	500.00	118%	363.27	1,000.00	36%
410.225 · Laboratory / Testing Supplies	795.00	2,500.00	32%	1,590.00	2,198.00	72%
410.231 · Vehicle Fuel - Gasoline	5,503.43	17,500.00	31%	7,243.10	17,000.00	43%
410.236 · Building Supplies	164.13	1,000.00	16%	269.63	800.00	34%
410.238 · Clothing and Uniforms	2,400.39	7,000.00	34%	7,465.65	6,000.00	124%
410.242 · Ammunition	0.00	5,000.00	0%	0.00	5,000.00	0%
410.261 · Vehicle Equipment	26.95	2,000.00	1%	204.31	2,000.00	10%
410.315 · Health/Dental - Employee Contri	-5,535.55	-11,988.00	46%	-6,522.00	-14,131.00	46%
410.316 · Aflac Insurance	963.69	1,927.00	50%	963.69	1,927.00	50%
410.317 · Aflac Insurance - Employee Cont	-889.56	-1,927.00	46%	-889.56	-1,927.00	46%
410.318 · Other Services & Charges	1,766.87	6,000.00	29%	3,992.76	4,000.00	100%
410.319 · Other	0.00	0.00	0%	0.00	0.00	0%
410.321 · Telephone	2,168.55	4,500.00	48%	2,171.16	4,500.00	48%
410.324 · Mobile Phones	663.41	900.00	74%	1,437.35	1,740.00	83%
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	2,117.40	1,995.00	106%	1,419.00	2,964.00	48%
410.352 · Liability Insurance	20,494.98	23,600.00	87%	20,474.77	21,520.00	95%
410.355 · Auto Insurance	13,525.24	13,650.00	99%	10,863.32	16,143.00	67%
410.361 · Electricity	1,197.36	2,250.00	53%	1,184.33	2,800.00	42%
410.362 · Gas	1,033.22	1,500.00	69%	1,042.47	1,650.00	63%
410.366 · Water	195.67	1,000.00	20%	402.95	840.00	48%
410.373 · Building Repair/Maintenance	1,419.08	3,000.00	47%	780.35	3,700.00	21%
410.374 · Vehicle/Equipment Repair	19,712.33	20,000.00	99%	21,163.60	18,000.00	118%
410.384 · Copier Rent	1,462.44	2,750.00	53%	1,336.82	3,250.00	41%
410.420 · Dues/Memberships/Subscriptions	4,867.16	2,000.00	243%	5,034.16	5,100.00	99%
410.450 · CODY - Contracted Service	21,477.58	27,835.00	77%	20,856.80	27,750.00	75%
410.452 · Contracted IT	6,013.00	5,000.00	120%	3,480.00	8,400.00	41%
410.454 · Computer Repair/Maint/Equip	2,146.75	3,000.00	72%	2,024.99	3,000.00	67%
410.460 · Meetings and Education	3,600.00	17,000.00	21%	1,340.00	17,000.00	8%
410.461 · Community Relations	85.13	1,000.00	9%	122.20	1,000.00	12%
Total 410 · Police	757,502.49	1,592,172.00	48%	815,057.02	1,736,976.00	47%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
413 · Code Enforcement						
413.210 · Office Supplies	19.99	0.00	0%	10.77	20.00	54%
413.270 · Code Enforcement Software	0.00	12,500.00	0%	10,300.00	12,500.00	82%
413.310 · Code Enforcement/Zoning Srvcs	214,644.49	80,000.00	268%	44,058.54	71,500.00	62%
413.454 · UCC Permit Fee	837.00	2,500.00	33%	279.00	2,500.00	11%
413 · Code Enforcement - Other	0.00	0.00	0%	0.00	0.00	0%
Total 413 · Code Enforcement	215,501.48	95,000.00	227%	54,648.31	86,520.00	63%
414 · Planning & Zoning						
414.110 · Zoning Hearing Board Wages	600.00	1,500.00	40%	500.00	300.00	167%
414.192 · FICA/Medicare	45.90	115.00	40%	38.25	23.00	166%
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	869.75	2,500.00	35%	470.50	400.00	118%
414.314 · ZHB Legal Service	6,682.92	5,000.00	134%	2,382.70	1,500.00	159%
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	1,680.76	2,000.00	84%	692.16	550.00	126%
414.420 · Dues & Memberships	0.00	1,000.00	0%	0.00	250.00	0%
414.460 · Meetings and Education	320.00	500.00	64%	0.00	500.00	0%
Total 414 · Planning & Zoning	10,199.33	19,865.00	51%	4,083.61	7,523.00	54%
422 · Animal Control						
422.450 · SPCA	1,480.68	12,000.00	12%	3,903.30	17,000.00	23%
Total 422 · Animal Control	1,480.68	12,000.00	12%	3,903.30	17,000.00	23%
427 · Trash/Recycling						
427.367 · TV/Tire/Dumping Fees	288.00	0.00	0%	0.00	0.00	0%
427.420 · Recycling Authority Membership	0.00	0.00	0%	0.00	0.00	0%
Total 427 · Trash/Recycling	288.00	0.00	0%	0.00	0.00	0%
429 · ACT 537						
429.313 · ACT 537 - Engineering	405.00	5,000.00	8%	1,555.00	5,000.00	31%
429.314 · ACT 537 - Legal	0.00	1,000.00	0%	0.00	1,000.00	0%
Total 429 · ACT 537	405.00	6,000.00	7%	1,555.00	6,000.00	26%
430 · Public Works						
430.110 · Foreman - Salary	28,920.43	54,318.00	53%	31,597.01	56,147.00	56%
430.112 · FT Road Crew - Salaries	85,884.60	165,667.00	52%	102,181.52	215,756.00	47%
430.116 · PT - Road Crew	0.00	37,670.00	0%	0.00	0.00	0%
430.117 · PT - Snow Plowers	3,341.97	10,000.00	33%	4,594.00	7,500.00	61%
430.118 · PT - Summer Grass Cutters	3,306.50	20,000.00	17%	3,509.48	21,000.00	17%
430.171 · Leave - Vacation	3,447.58	3,570.00	97%	5,303.27	12,184.00	44%
430.172 · Leave - Holiday	3,904.40	8,569.00	46%	6,060.95	12,483.00	49%
430.176 · Leave - Personal	822.16	714.00	115%	796.20	1,320.00	60%
430.177 · Leave - Sick	3,965.03	7,141.00	56%	5,674.96	11,799.00	48%
430.180 · Foreman - Overtime Pay	5,129.73	6,000.00	85%	3,311.28	10,670.00	31%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
430.181 · FT Road Crew - Overtime Pay	9,814.52	12,000.00	82%	6,992.19	20,414.00	34%
430.182 · PW Salaries for Trash	0.00	-63,869.00	0%	0.00	-81,483.00	0%
430.192 · FICA/Medicare	11,029.15	24,912.00	44%	12,662.41	28,249.00	45%
430.194 · Unemployment Compensation	1,108.85	3,850.00	29%	637.48	2,215.00	29%
430.195 · Workers' Compensation	15,272.69	26,250.00	58%	23,141.65	26,303.00	88%
430.196 · Health/Dental Insurance	41,803.92	92,250.00	45%	43,814.98	88,035.00	50%
430.197 · Pension	8,050.90	15,750.00	51%	8,642.62	20,446.00	42%
430.198 · Life / AD&D	129.00	427.00	30%	258.00	542.00	48%
430.199 · STD/LTD	402.81	1,194.00	34%	1,005.72	1,996.00	50%
430.210 · Office/Shop Supplies	3,214.95	2,500.00	129%	906.67	2,500.00	36%
430.220 · Operating Supplies	2,375.60	2,500.00	95%	362.15	1,000.00	36%
430.224 · Medical Supplies	53.21	0.00	0%	34.90	250.00	14%
430.231 · Vehicle Fuel - Gasoline	5,854.58	10,000.00	59%	4,454.18	13,260.00	34%
430.238 · Clothing/Uniform	1,440.00	1,440.00	100%	1,900.00	1,440.00	132%
430.242 · PA One Call	79.95	350.00	23%	190.79	480.00	40%
430.246 · Street Signs	27.00	500.00	5%	1,103.83	1,500.00	74%
430.250 · Repair/Maintenance Supplies	1,124.96	2,000.00	56%	1,395.72	2,000.00	70%
430.260 · Small Tools/Minor Equipment	3,920.04	5,505.00	71%	3,975.80	6,000.00	66%
430.315 · Health/Dental - Employee Contri	-3,858.72	-9,450.00	41%	-3,993.12	-8,868.00	45%
430.316 · Aflac Insurance	548.34	1,097.00	50%	548.34	1,097.00	50%
430.317 · Aflac Insurance-Employee Contr	-506.16	-1,097.00	46%	-506.16	-1,097.00	46%
430.318 · Other Services & Charges	4,792.67	2,000.00	240%	4,026.99	4,373.00	92%
430.324 · Mobile Phones	475.46	1,200.00	40%	417.71	945.00	44%
430.351 · Property Insurance	7,243.74	6,825.00	106%	4,651.24	10,141.00	46%
430.352 · Liability Insurance	5,927.05	6,825.00	87%	5,920.75	6,223.00	95%
430.355 · Auto Insurance	14,678.36	15,750.00	93%	13,184.68	20,512.00	64%
430.372 · Vehicle-Repair/Maintenance	7,037.24	12,500.00	56%	8,661.46	12,500.00	69%
430.373 · Building-Repair/Maintenance	974.24	1,000.00	97%	2,618.12	1,500.00	175%
430.374 · Equipment-Repair/Maintenance	11,280.46	7,500.00	150%	10,109.85	10,000.00	101%
430.420 · Dues & Memberships	130.00	250.00	52%	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	293,147.21	496,608.00	59%	320,147.62	542,532.00	59%
438 · Maintenance & Repairs of Roads						
438.372 · Road Improvements	300.48	1,000.00	30%	7,115.90	1,000.00	712%
Total 438 · Maintenance & Repairs of Roads	300.48	1,000.00	30%	7,115.90	1,000.00	712%
446 · Stormwater Management						
446.313 · MS4 Engineering	2,603.25	20,000.00	13%	1,618.00	15,000.00	11%
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	5,103.25	30,000.00	17%	4,118.00	20,000.00	21%
454 · Parks						
454.247 · Park & Rec Commission Budget	0.00	0.00	0%	0.00	0.00	0%
454.371 · Park Maintenance	1,820.32	4,000.00	46%	1,954.33	4,200.00	47%
Total 454 · Parks	1,820.32	4,000.00	46%	1,954.33	4,200.00	47%
491 · Refund of Prior Year Revenues	0.00	0.00	0%	0.00	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 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%	1,299.13	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%	1,299.13	1,000,000.00	0%
66900 · Reconciliation Discrepancies	0.00	0.00	0%	0.00	0.00	0%
Total Expense	1,631,020.99	4,083,969.00	40%	1,591,343.98	4,503,000.00	35%
Net Income (Loss)	807,229.96	-874,202.00	-92%	526,399.35	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
TRASH FUND						
Revenue						
Trash - Next Year/Sponsorship (Sponsorship for Bag Ordinance)			0%			0%
341.01 · Interest on Checking	12,629.92	7,000.00	180%	15,399.21	25,000.00	62%
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	1,225,685.84	1,234,800.00	99%	1,224,481.06	1,245,102.00	98%
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	777.14	1,500.00	52%	4,853.70	750.00	647%
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	286.00	250.00	114%	455.00	250.00	182%
364.91 · Scrap / TV Disposal	0.00	0.00	0%	417.00	0.00	0%
392.XX · Use of Reserves	0.00	0.00	0%	0.00	0.00	0%
Total Revenue	1,246,882.63	1,245,550.00	100%	1,250,870.65	1,278,102.00	98%
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%	1,364.93	27,410.00	5%
427.367 · Trash/Recycling Hauling Service	389,287.44	778,256.00	50%	416,089.92	832,528.00	50%
427.368 · Trash Tipping Fees	118,668.89	225,000.00	53%	119,240.06	256,855.00	46%
427.369 · Recycling Processing/Marketing	9,750.83	30,000.00	33%	11,273.66	25,000.00	45%
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	2,000.00	2,000.00	100%	2,000.00	2,000.00	100%
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	519,707.16	1,248,867.00	42%	549,968.57	1,278,102.00	43%
Net Income/(Loss)	727,175.47	-3,317.00	-21923%	700,902.08	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
FIRE/EMS FUND						
Revenue						
301.11 · Real Property Taxes - Fire/EMS	700,035.03	748,140.00	94%	699,984.57	747,513.00	94%
341.02 · Interest on Checking	10,905.06	5,000.00	218%	13,535.57	20,000.00	68%
355.07 · Foreign Fire Insur Tax	0.00	51,232.00	0%	0.00	57,650.00	0%
Total Revenue	710,940.09	804,372.00	88%	713,520.14	825,163.00	86%
Expense						
411.110 · Salaries/Wages	688.84	1,378.00	50%	141.59	1,378.00	10%
411.192 · FICA/Medicare	52.68	105.00	50%	10.84	105.00	10%
411.194 · Unemployment Compensation	7.41	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	1,614.69	7,000.00	23%	0.00	3,000.00	0%
411.238 · Clothing and Uniforms	0.00	0.00	0%	0.00	0.00	0%
411.242 · Supplies	89.10	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	329.04	600.00	55%	75.62	660.00	11%
411.363 · Hydrant Service	17,690.15	31,000.00	57%	17,572.81	37,009.00	47%
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	150,000.00	300,000.00	50%	150,688.84	300,000.00	50%
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	91,054.00	182,108.00	50%	91,054.00	182,108.00	50%
411.543 · Capital Expenditures - Modena	20,000.00	20,000.00	100%	0.00	20,000.00	0%
411.544 · Capital Expenditures - Westwood	0.00	85,299.00	0%	87,032.00	85,299.00	102%
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	281,750.91	889,670.00	32%	346,583.11	825,163.00	42%
Net Income/(Loss)	429,189.18	(85,298.00)	-503%	366,937.03	-	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
LIQUID FUELS FUND						
Revenue						
341.01 · Interest on Checking	3,212.57	0.00	0%	2,520.29	4,000.00	63%
354.03 · Winter/Severe Winter Agree	0.00	43,459.00	0%	0.00	40,000.00	0%
355.02 · Liquid Fuels Tax	290,409.96	286,070.00	102%	285,976.51	280,327.00	102%
355.03 · State Turnback Allocation	29,440.00	28,120.00	105%	29,440.00	29,440.00	100%
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	323,062.53	468,250.00	69%	317,936.80	353,767.00	90%
Expense						
430.232 · Diesel Fuel	5,800.65	12,000.00	48%	5,360.66	11,000.00	49%
430.260 · Small Tools/Minor Equipment	3,195.00	5,000.00	64%	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	1,027.62	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	83,206.63	45,000.00	185%	85,311.62	50,000.00	171%
433.220 · Traffic Control Devices/Signs	1,602.00	0.00	0%	0.00	0.00	0%
434.361 · Street Lights - Electricity	735.99	1,250.00	59%	801.67	1,505.00	53%
436.371 · Storm Drain Repairs	924.00	5,000.00	18%	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	8,284.59	10,000.00	83%	1,064.68	10,000.00	11%
437.374 · Equipment-Repair/Maintenance	7,035.98	10,000.00	70%	6,270.53	10,000.00	63%
437.375 · Mower-Repair/Maintenance	0.00	0.00	0%	0.00	0.00	0%
438.220 · Aggregate {Asphalt/Stone/Etc}	7,170.62	20,000.00	36%	475.83	20,000.00	2%
438.310 · Highway/Shoulder - Maintenance	500.00	0.00	0%	0.00	22,000.00	0%
439.371 · Road Paving/Improvements	6,003.88	350,000.00	2%	7,767.25	226,262.00	3%
66900 · Reconciliation Discrepancies	0.00	0.00	0%	0.00	0.00	0%
Total Expense	125,486.96	468,250.00	27%	107,052.24	353,767.00	30%
Net Income/(Loss)	197,575.57	0.00	0%	210,884.56	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
PARK AND RECREATION FUND						
Revenue						
322.05 · Concert in the Park Sponsors	12,750.00	12,000.00	106%	9,250.00	12,000.00	77%
322.06 · Concert in the Park Vendors	90.00	430.00	21%	30.00	0.00	0%
341.01 · Interest on Checking	2,770.69	1,750.00	158%	3,041.96	4,250.00	72%
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	300.00	750.00	40%	850.00	750.00	113%
Grants	34,500.00	40,000.00	86%	0.00	0.00	0%
Total Revenue	50,410.69	80,767.00	62%	13,171.96	80,750.00	16%
Expense						
Landscaping Shade Trees	0.00	1,500.00	0%	984.75	1,250.00	79%
Miscellaneous Expense	7,883.88	0.00	0%	694.92	0.00	0%
Pond Cleanup Project	0.00	0.00	0%	0.00	50,000.00	0%
Playground Equipment	18,576.00	26,267.00	71%	458.00	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%	38.98	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	382.47	1,500.00	25%	0.00	1,000.00	0%
454.27 · Park & Rec Commission	0.00	0.00	0%	0.00	0.00	0%
Professional Services	6,250.00	0.00	0%	100.00	6,000.00	2%
454.461 - Lighting	0.00	0.00	0%	0.00	0.00	0%
454.493 · Park Events/Concert in the Park	9,869.23	12,000.00	82%	10,209.53	12,000.00	85%
454.49 · Park Events Other	2,189.32	8,000.00	27%	4,480.77	9,000.00	50%
Water Service (restroom)	0.00	0.00	0%	0.00	0.00	0%
Restroom Maintenance	331.77	1,500.00	22%	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	45,482.67	85,267.00	53%	16,966.95	80,750.00	21%
Net Income/(Loss)	4,928.02	-4,500.00	-110%	-3,794.99	0.00	0%

East Fallowfield Township
Detailed Budget vs Actual
June 30, 2026

	Actual June 2025	2025 Budget	% of Budget	Actual June 2026	2026 Budget	% of Budget
CAPITAL FUND						
Revenue						
Contributions		0.00	0%		0.00	0%
341.00 · Interest	23,686.43	20,000.00	118%	32,163.18	57,000.00	56%
354.00 · Commonwealth of PA Grant	5,388.41	0.00	0%		0.00	0%
387.00 · Contributions from Private Source		0.00	0%	5,000.00	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%	100,000.00	300,000.00	33%
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		1,000,000.00	0%		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	29,074.84	2,663,941.00	1%	137,163.18	2,675,989.00	5%
Expense						
Bank Fees	15.00	0.00	0%	0.00	0.00	0%
Document Digitization		5,000.00	0%		0.00	0%
Surveys and Studies	9,548.50	12,050.00	79%	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%			0%
Newlinville Traffic Calming	14,564.75	200,000.00	7%	1,880.25		0%
Printing			0%			0%
Software and Services			0%			0%
Software and Services - PD Grant	5,388.41		0%	0.00		0%
Software and Services - Code Enforcement	12,800.00	30,000.00	43%	0.00		0%
Fuel Pump Replacement		0.00	0%	0.00		0%
410.74 · Police - Capital Purchase/Lease	64,643.15	174,275.00	37%	71,026.55	91,958.00	77%
430.74 · Capital Purchase - Mach/Equip	292,578.76		0%	75,668.00	207,000.00	37%
439.000 · Repairs & Maint. - Highways	74,044.51	1,245,113.00	6%	12,294.38	1,325,380.00	1%
454.00 · Capital Projects - Park			0%			0%
462.310 Subdivision/Land Development			0%			0%
471.00 · Capital Lease Principal Payment	7,562.05	10,159.00	74%	5,155.77	10,363.00	50%
472.00 · Loan interest	426.41	493.00	86%	169.87	288.00	59%
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	481,571.54	1,794,290.00	27%	166,194.82	2,675,989.00	6%
Net Income/(Loss)	-452,496.70	869,651.00	-52%	-29,031.64	0.00	0%

East Fallowfield Township - General Fund
Payment Authorization Detail
June 24 through July 28, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
21st Century Media						
	Bill	06/22/2026	2820139	07/02/2026	21	373.89
Total 21st Century Media						373.89
ASAP Hydraulics, Inc.						
	Bill	07/16/2026	4067601	07/26/2026		170.83
Total ASAP Hydraulics, Inc.						170.83
Berkheimer Tax Administrator - HAB-MISC						
	Bill	07/07/2026	2026 CASD Tax	07/17/2026	6	7,104.39
Total Berkheimer Tax Administrator - HAB-MISC						7,104.39
Bigfoot Automotive LLC						
	Bill	06/17/2026	14029	06/27/2026	26	71.00
	Bill	06/22/2026	14065	07/02/2026	21	516.00
	Bill	07/01/2026	14151	07/11/2026	12	61.00
	Bill	07/17/2026	14282	07/27/2026		71.00
Total Bigfoot Automotive LLC						719.00
Brandywine Valley SPCA						
	Bill	06/26/2026	Jun26-06	07/06/2026	17	1,081.60
Total Brandywine Valley SPCA						1,081.60
Brian Hoskins Ford, Inc.						
	Bill	07/14/2026	692991	07/24/2026		211.58
Total Brian Hoskins Ford, Inc.						211.58
Cleaning for Cures, LLC						
	Bill	07/10/2026	3852	07/20/2026	3	325.00
Total Cleaning for Cures, LLC						325.00
David Heiser's Inc.						
	Bill	07/06/2026	31336	07/16/2026	7	98.00
Total David Heiser's Inc.						98.00
Department of the Treasury						
	Bill	06/30/2026	2025 PCORI FORM 720	07/10/2026	13	65.28
Total Department of the Treasury						65.28
Fulton Bank CommUNITY Card						
	Bill	07/08/2026	6/6/26-7/8/26	07/18/2026	5	1,456.75
Total Fulton Bank CommUNITY Card						1,456.75
Gap Power						
	Bill	06/18/2026	2127328	06/28/2026	25	116.25
Total Gap Power						116.25
Hatt's Industrial Supplies, Inc.						
	Bill	07/13/2026	3197684	07/23/2026		14.97
Total Hatt's Industrial Supplies, Inc.						14.97
Herbert E. MacCombie, Jr. P.E.						
	Bill	06/25/2026	2026-06-001	07/05/2026	18	630.00
	Bill	07/22/2026	2026-07-001	08/01/2026		1,505.00
	Bill	07/22/2026	2026-07-003	08/01/2026		195.50
Total Herbert E. MacCombie, Jr. P.E.						2,330.50
Honey Brook Outdoor Power						
	Bill	06/08/2026	106727	06/18/2026	35	36.70
	Bill	07/15/2026	107393	07/25/2026		6.95
Total Honey Brook Outdoor Power						43.65
John Deere Financial						
	Bill	07/08/2026	7/8/2026	07/18/2026	5	1,137.99
Total John Deere Financial						1,137.99
Keystone Municipal Services, Inc.						
	Bill	07/06/2026	40810-22; 40828-30	08/05/2026		11,516.95
Total Keystone Municipal Services, Inc.						11,516.95
Longley Insurance Agency						
	Credit	04/03/2026	129119			-157.00
	Bill	05/01/2026	129117	05/11/2026	73	472.00
	Bill	07/01/2026	129118	07/11/2026	12	472.00
Total Longley Insurance Agency						787.00

East Fallowfield Township - General Fund
Payment Authorization Detail
June 24 through July 28, 2026

Metropolitan Communications, Inc.						
	Bill	07/10/2026	IN000129135	07/20/2026	3	408.00
Total Metropolitan Communications, Inc.						408.00
Nancy Sage Sciarretta						
	Bill	07/10/2026	7/10/26	07/20/2026	3	322.25
Total Nancy Sage Sciarretta						322.25
NAPA Auto Parts {Coatesville}						
	Bill	06/17/2026	151997	06/27/2026	26	300.93
	Bill	06/23/2026	152397	07/03/2026	20	29.64
	Bill	06/26/2026	152698	07/06/2026	17	68.58
	Bill	07/13/2026	153830	07/23/2026		184.39
	Bill	07/14/2026	153960	07/24/2026		33.67
Total NAPA Auto Parts {Coatesville}						617.21
Paradise Truck Tire Specialists, Inc.						
	Bill	06/15/2026	113671	06/25/2026	28	1,056.06
Total Paradise Truck Tire Specialists, Inc.						1,056.06
PECO {99000} Park						
	Bill	06/24/2026	7417999000-6/24/26	07/04/2026	19	62.41
Total PECO {99000} Park						62.41
Pennoni Associates Inc						
	Bill	07/01/2026	1331449	07/11/2026	12	129.75
	Bill	07/01/2026	1331452	07/11/2026	12	930.50
	Bill	07/01/2026	1331453	07/11/2026	12	249.00
Total Pennoni Associates Inc						1,309.25
Pennsylvania One Call System, Inc.						
	Bill	06/30/2026	1171281	07/10/2026	13	48.20
Total Pennsylvania One Call System, Inc.						48.20
Petroleum Traders Corporation						
	Bill	07/07/2026	2201958	07/17/2026	6	462.31
	Bill	07/14/2026	2203876	07/24/2026		411.43
	Bill	07/21/2026	2205943	07/31/2026		607.20
Total Petroleum Traders Corporation						1,480.94
Siana Law, LLP						
	Bill	07/06/2026	105109	07/16/2026	7	7,071.46
	Bill	07/06/2026	105110	07/16/2026	7	846.00
	Bill	07/06/2026	105111	07/16/2026	7	47.00
Total Siana Law, LLP						7,964.46
Stephenson Equipment, Inc.						
	Bill	06/25/2026	P0589008	07/05/2026	18	596.01
Total Stephenson Equipment, Inc.						596.01
Verizon (Park Internet) 756-631-796						
	Bill	07/13/2026	756-631-796-7/13/26	07/23/2026		114.90
Total Verizon (Park Internet) 756-631-796						114.90
Verizon {Township Internet} 852-092-828						
	Bill	07/15/2026	852-092-828-7/15/26	07/25/2026		165.07
Total Verizon {Township Internet} 852-092-828						165.07
Verizon Wireless {Office-Police}						
	Bill	07/10/2026	6148290585	07/20/2026	3	174.58
Total Verizon Wireless {Office-Police}						174.58
TOTAL						41,872.97

East Fallowfield Township - Trash Fund
 Payment Authorization Detail
 June 24 through July 28, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Chester County Solid Waste Authority						
	Bill	07/07/2026	79188	07/17/2026	16	4,735.16
	Bill	07/15/2026	79265	07/25/2026	8	5,697.00
Total Chester County Solid Waste Authority						<u>10,432.16</u>
Reworld Solutions, LLC						
	Bill	06/30/2026	CI433949	07/30/2026	23	210.00
Total Reworld Solutions, LLC						<u>210.00</u>
TOTAL						<u><u>10,642.16</u></u>

East Fallowfield Township - Liquid Fuels Fund
Payment Authorization Detail
June 24 through July 28, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Anderson Truck & Auto Repair, Inc						
	Bill	06/19/2026	120290	06/29/2026	24	87.00
Total Anderson Truck & Auto Repair, Inc						87.00
ASAP Hydraulics						
	Bill	07/20/2026	4068082	08/19/2026		961.80
Total ASAP Hydraulics						961.80
BigFoot Automotive, LLC						
	Bill	06/08/2026	13796	06/18/2026	35	2,075.80
Total BigFoot Automotive, LLC						2,075.80
NAPA Auto Parts						
	Bill	06/26/2026	152697	07/06/2026	17	134.04
	Bill	07/16/2026	154101	07/26/2026		49.57
	Bill	07/16/2026	154036	07/26/2026		49.57
Total NAPA Auto Parts						233.18
PECO {00401} NEW25000						
	Bill	07/02/2026	6355425000-7/2/26	07/12/2026	11	10.82
Total PECO {00401} NEW25000						10.82
PECO {01003} NEW01111						
	Bill	07/06/2026	3968601111-7/6/26	07/16/2026	7	58.63
Total PECO {01003} NEW01111						58.63
Pennonni Associates Inc						
	Bill	07/01/2026	1331455	07/11/2026	12	918.00
Total Pennoni Associates Inc						918.00
TOTAL						4,345.23

Capital Fund
Payment Authorization Detail
June 24 through July 28, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Motorola Solutions						
	Bill	06/25/2026	8282355506	07/25/2026		11,139.80
	Bill	07/01/2026	8282358941	07/31/2026		395.04
Total Motorola Solutions						<u>11,534.84</u>
Pennoni Associates, Inc						
	Bill	07/01/2026	1331454	07/11/2026	12	8,168.75
	Bill	07/01/2026	1331456	07/11/2026	12	128.00
Total Pennoni Associates, Inc						<u>8,296.75</u>
TOTAL						<u><u>19,831.59</u></u>

East Fallowfield Township - Park Recreation Fund
Payment Authorization Detail
June 24 through July 28, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Fulton CommUNITY Visa Card						
	Bill	07/08/2026	6/6/26-7/8/26	07/23/2026		743.29
Total Fulton CommUNITY Visa Card						743.29
Gap Power						
	Bill	07/16/2026	2135458	07/31/2026		110.85
Total Gap Power						110.85
Hatt's Industrial Supply						
	Bill	07/13/2026	3197684	07/28/2026		11.96
Total Hatt's Industrial Supply						11.96
John Winters						
	Bill	06/18/2026	6/18/2026-Meal	07/03/2026	20	14.12
	Bill	07/16/2026	7/16/2026-Meal	07/31/2026		18.86
Total John Winters						32.98
Nicklous Giunta						
	Bill	06/18/2026	6/18/2026-Meal	07/03/2026	20	14.12
	Bill	07/16/2026	7/16/2026-Meal	07/31/2026		18.86
Total Nicklous Giunta						32.98
Rescue and Recover						
	Bill	07/15/2026	2026 Donations	07/30/2026		40.00
Total Rescue and Recover						40.00
Walter & Jackson, Inc.						
	Bill	06/16/2026	2606-090934	07/01/2026	22	80.13
Total Walter & Jackson, Inc.						80.13
Weaver Mulch						
	Bill	06/18/2026	678916	07/03/2026	20	82.50
	Bill	06/18/2026	678897	07/03/2026	20	131.25
	Bill	06/25/2026	679610	07/10/2026	13	1,692.00
	Bill	06/25/2026	679601	07/10/2026	13	194.00
Total Weaver Mulch						2,099.75
William Lewis						
	Bill	07/16/2026	7/16/2026-Meal	07/31/2026		18.86
Total William Lewis						18.86
TOTAL						3,170.80

Escrow Fund
Payment Authorization Detail
June 24 through July 28, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Herbert E. MacCombie, Jr. P.E.						
	Bill	07/22/2026	2026-07-002	08/06/2026		35.00
Total Herbert E. MacCombie, Jr. P.E.						35.00
Pennoni Associates, Inc						
	Bill	07/01/2026	1331450	07/16/2026	7	4,479.50
	Bill	07/01/2026	1331451	07/16/2026	7	86.50
Total Pennoni Associates, Inc						4,566.00
Siana Law, LLP						
	Bill	07/06/2026	105113	07/21/2026	2	94.00
Total Siana Law, LLP						94.00
TOTAL						4,695.00

East Fallowfield Township - Interim Payments
PAYMENT AUTHORIZATION DETAIL
June 24 through July 28, 2026

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48	07/11/2026	Modena Fire Company	100.80 · Meridian Fire/EMS Account	23,954.82
Bill Pmt -Check	49	07/11/2026	Pennsylvania American Water { Hydrants}	100.80 · Meridian Fire/EMS Account	2,922.28
Bill Pmt -Check	ONL0096	07/10/2026	PECO {12000} Twp Bldg	100.01 · Meridian Bank - GF - Checking	525.85
Bill Pmt -Check	ONL0097	07/10/2026	PECO {73000} Police Bldg	100.01 · Meridian Bank - GF - Checking	266.86
Bill Pmt -Check	ONL0098	07/15/2026	PSATS UC Group Trust Fund	100.01 · Meridian Bank - GF - Checking	315.00
Check	ONL0099	07/17/2026	Great American Financial Services{Office}	100.01 · Meridian Bank - GF - Checking	250.00
Bill Pmt -Check	1196	07/10/2026	Aflac	100.01 · Meridian Bank - GF - Checking	232.62
Bill Pmt -Check	1197	07/10/2026	American United Life Insurance Company	100.01 · Meridian Bank - GF - Checking	1,117.48
Bill Pmt -Check	1198	07/10/2026	Cleaning for Cures, LLC	100.01 · Meridian Bank - GF - Checking	300.00
Bill Pmt -Check	1199	07/10/2026	CompNet, Inc.	100.01 · Meridian Bank - GF - Checking	1,840.50
Bill Pmt -Check	1200	07/10/2026	FP Mailing Solutions	100.01 · Meridian Bank - GF - Checking	56.85
Bill Pmt -Check	1201	07/10/2026	H. A. Weigand, Inc.	100.01 · Meridian Bank - GF - Checking	1,329.00
Bill Pmt -Check	1202	07/10/2026	Kreider Power Equipment, LLC	100.01 · Meridian Bank - GF - Checking	939.95
Bill Pmt -Check	1203	07/10/2026	Madsen Tree Service	100.01 · Meridian Bank - GF - Checking	800.00
Bill Pmt -Check	1204	07/10/2026	Paymerang, LLC.	100.01 · Meridian Bank - GF - Checking	120.00
Bill Pmt -Check	1205	07/10/2026	Pennsylvania American Water	100.01 · Meridian Bank - GF - Checking	313.84
Bill Pmt -Check	1206	07/10/2026	Pennsylvania Municipal Health Insur. Coop	100.01 · Meridian Bank - GF - Checking	34,928.03
Bill Pmt -Check	1207	07/10/2026	Petroleum Traders Corporation	100.01 · Meridian Bank - GF - Checking	1,860.86
Bill Pmt -Check	1208	07/10/2026	Rothwell Document Solutions	100.01 · Meridian Bank - GF - Checking	518.09
Bill Pmt -Check	1209	07/10/2026	Semperon Corporation	100.01 · Meridian Bank - GF - Checking	608.26
Bill Pmt -Check	1210	07/10/2026	Teamsters Health & Welfare Fund	100.01 · Meridian Bank - GF - Checking	7,487.40
Bill Pmt -Check	1211	07/10/2026	Verizon {Township Internet} 753-895-532	100.01 · Meridian Bank - GF - Checking	99.00
Bill Pmt -Check	1212	07/10/2026	Verizon {Township Internet} 852-092-828	100.01 · Meridian Bank - GF - Checking	165.04
Bill Pmt -Check	1213	07/10/2026	Verizon Wireless {Office-Police}	100.01 · Meridian Bank - GF - Checking	174.31
Bill Pmt -Check	1214	07/10/2026	Viking Termite & Pest Control, LLC.	100.01 · Meridian Bank - GF - Checking	87.20
Bill Pmt -Check	83	07/10/2026	A.J. BLOSENSKI INC	Meridian - Trash Account	69,348.32
Bill Pmt -Check	84	07/10/2026	Chester County Solid Waste Authority	Meridian - Trash Account	8,978.14
Bill Pmt -Check	ONL2026-004	07/09/2026	PECO {21007} NEW75000	100.20 · Meridian Bank - 419	66.91
Total Interim Bills Paid					159,606.61

East Fallowfield Township
Total of All Bills Paid June 24 through July 28, 2026

TOTAL ALL BILLS \$ 244,164.36

East Fallowfield Township
Internal Transfers June 24 through July 28, 2026

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
East Fallowfield Township-Capital Proj						
	Bill	06/22/2026	6.22.2026 DCED	07/02/2026	21	56,328.00
Total East Fallowfield Township-Capital Proj						56,328.00

Appendix B
DRAFT SCOPE OF WORK
EAST FALLOWFIELD TOWNSHIP
COMPREHENSIVE PLAN

Date: xxxxxx xx, 2026

The Chester County Planning Commission (CCPC) will provide professional planning and support staff to assist the Township in the preparation of the *East Fallowfield Township Comprehensive Plan*. Previous planning efforts will be incorporated or referenced, as appropriate, in the new comprehensive plan. Prior to the start of the process, the Township will create a Task Force, comprised of the Township Planning Commission, representative of the Township Board of Supervisors and/or other persons or groups as deemed appropriate by the Township. The following tasks will be completed under the scope of work.

1.0 PLAN DEVELOPMENT

1.1 Project Overview

CCPC will provide professional planning and support staff to assist the Township in the preparation of the East Fallowfield Township Comprehensive Plan. The Plan will focus on those issues of greatest priority to the Township and on recommendations that will assist the Township in future strategic efforts. The Plan will focus on providing clear direction for implementation of plan recommendations. In addition to Township staff research and municipal input, the Plan will consider data and policies in regional and local plans and studies that apply to the Township (such as the *2021 Newlinville Village Master Plan* and the *2024 Open Space, Recreation, and Environmental Resources Plan Update*, etc.). Groups, agencies, and individuals that have expertise or experience working within the Township will be consulted as needed. While focusing on priority issues as identified by the Township, the Plan will comply with the applicable provisions and content requirements for a comprehensive plan as prescribed by Article III of the Pennsylvania Municipalities Planning Code (MPC), Act 247, as amended.

1.2 Plan Organization

The Plan is proposed to be organized as outlined below. Adjustments to this organization may be made if needed and with Township approval as the project proceeds.

Part I – Introduction and Vision

The introduction will provide a brief overview of the plan purpose, process, and organization. A vision statement and guiding principles for the plan will be crafted to focus the overall planning effort.

Part II – Issues and Priorities

The Issues and Priorities chapters will provide analysis and recommendations for specific priority issues. CCPC anticipates that no more than six (6) specific priority issues will be identified and addressed on an individual basis. These issues may be topic based, such as

transportation, or area based, such as a focus on a specific geography. It is anticipated that the priority areas may include, but is not limited to:

Transportation

- Focus on this chapter will be connectivity and transportation. Specific topics addressed within this chapter will include: transportation, mobility, complete streets, and bike & pedestrian facilities.

Community Facilities and Services

- Focus on this chapter will be on facilities and services provided either directly by the Township or through third parties. Specific topics addressed within this chapter will include: Township administration, collaborative intergovernmental opportunities, Township boards and commissions, public outreach/communication, first responders (police, fire, EMS), parks and recreation, water and sewer facilities, and schools.

Economic Revitalization

- Focus on this chapter will be the economic development and revitalization of non-residential areas of the Township. Specific topics addressed within this chapter will include: strengthening its sense of place, encouraging targeted (re)development, retention of existing businesses, and tax base diversification.

Future Land Use and Housing

- Focus on this chapter will be the built environment. Specific topics addressed within this chapter will include: future land use, new and emerging uses (additional housing options, data centers, etc), commercial and economic (re)development, and housing.

Implementation

- This chapter will incorporate an implementation table that contains all recommendations, prioritization, parties responsible for implementation, and potential sources of funding.

Recommendations will be as specific as possible, with prioritization provided for all recommendations. The highest priority items will include a higher level of detail to facilitate implementation. Up to five renderings may be created to illustrate recommendations.

Part III – Appendices

A series of appendices will be developed that provide a wide range of information to establish a baseline of existing conditions to build the plan from and to memorialize methods of community participation utilized through the planning process. These appendices will include:

- Existing Conditions – This appendix will incorporate existing information about the Township including, but not limited to: existing land use and zoning; historic resources; parks, recreation and open space; natural and environmental resources; Township and community facilities and services; transportation and circulation; and housing.
- Demographic Profile – This appendix will include a demographic utilizing data from a variety of sources (i.e. U.S. Census, DVRPC, CCPC, etc.). This profile will include, but not limited to: population trends and forecast, age, race and ethnicity, income, educational attainment, employment, housing, commuting times, etc.

- **Zoning and Land Use in Adjoining Municipalities** – This appendix will provide an overview of zoning and land use policies enacted for the areas of municipalities adjacent to the Township. It will further provide an overview of enabling legislation from the Pennsylvania Municipalities Planning Code (MPC), recent planning and zoning efforts in East Fallowfield, and a statement of consistency with the County comprehensive plan.
- **Community Participation** – This appendix will provide an overview of the various methods utilized to engage in the overall community in the planning process.

2.0 PUBLIC AND STAKEHOLDER ENGAGEMENT PROCESS

Multiple efforts will be undertaken to engage the public and stakeholders throughout development of the plan. The public and stakeholder engagement process may include in-person and/or virtual meetings. CCPC will work with the Township and the Task Force to maintain effective engagement. All relevant state or county guidelines and restrictions regarding public gatherings will be adhered to.

2.1 Task Force Work Sessions

CCPC will attend up to twelve (12) Task Force work sessions to present materials prepared under work element 1.0, Plan Development, and lead the Task Force through discussion of the materials. Task Force meetings may be held in-person or virtually at the request of the Township.

2.2 Stakeholder Interviews

CCPC will interview up to eight (8) individuals or stakeholder groups to obtain detailed information on areas of specific concern, outside of the Task Force work sessions. Coordination with the Township staff will be undertaken to identify individuals or groups to interview, and findings from the interviews will be provided back to the Task Force.

2.3 Public Workshop

CCPC will lead one (1) public workshop early within the process. This workshop will provide background information, but primarily focus on interacting with attendees to obtain input on critical issues facing the Township and the desired future vision for the Township. CCPC will prepare and provide materials for the workshop.

2.4 Public Meetings

CCPC will assist the Township with two (2) public meetings as outlined in 2.4.a and 2.4.b, below.

- a. CCPC will prepare and provide materials for and lead one (1) public information meeting that is hosted by the Task Force. This public information meeting will be held with the intent of receiving input and comment on draft materials developed to date.
- b. At least one public meeting must be held by the Township Planning Commission in accordance with the requirements of MPC Section 302(a). CCPC will provide materials and present technical information for this public meeting and provide support to Planning Commission members to enable them to host this public meeting in accordance with the MPC.

2.5 Public Hearing

CCPC will attend one (1) public hearing held by the Board of Supervisors. The Board of Supervisors must hold a minimum of one public hearing prior to adoption, in accordance with MPC Section 302(b). CCPC is not anticipated to provide a formal presentation at the public hearing, as the formal presentation is most appropriate at the Planning Commission's public meeting. CCPC will attend to address questions as they may arise. Members of the Task Force and Planning Commission should attend to provide a local presence to the effort.

2.6 Additional Public and Municipal Official Engagement

Early in the planning process, an online public survey will be developed to solicit input directly from the public, in addition to the other public and stakeholder engagement methods outlined in this section. The survey will not include any hard copy mailings; however, a hard copy version will also be created and made available at key locations as identified by the Township, with any necessary manual entry of those responses to be provided by the Township. One (1) survey will be distributed, anticipated to be distributed in the first half of the plan development process.

Upon request, CCPC will provide periodic updates on plan progress for distribution through the Township website, newsletter, or other outlets. If requested, CCPC will attend up to two (2) community events to provide information and answer questions, as determined through guidance by the Township. Upon request, CCPC will attend up to two (2) Board of Supervisor meetings to provide all Board of Supervisors with a status update on the plan.

3.0 PRODUCTS

CCPC will provide the Township with the following products:

3.1 Draft Text and Materials

A digital version of materials for each task outlined in element 1.0 will be provided for work sessions, to be provided to the Task Force members and Township staff. Digital materials will be forwarded to Task Force members approximately one (1) week prior to a scheduled work session in which the material is to be discussed.

3.2 Draft Maps and Graphics

Presentation and page size maps and graphics (to include up to five (5) renderings) will be provided to support work sessions and public meetings, and within the document to increase understanding of topics and issues addressed within the plan document. Presentation maps or graphics will be the property of the Township.

3.3 Public Review Plan Draft

CCPC will provide a complete plan draft in digital format, including mapping, which has addressed all Task Force comments to element 1.0, Plan Development to the Task Force, Planning Commission, Board of Supervisors, and Township staff. Print copies will be provided to the Planning Commission members and others as requested, up to a maximum of fifteen (15) copies. This complete draft is provided to the Task Force, Planning Commission, Board of Supervisors, and Township staff for their review and comment prior to the Planning Commission's public meeting. An errata sheet will be created as needed to accompany the public review draft for use at the public hearing.

3.4 Publication Draft

Upon adoption of the final draft Plan by the Township, CCPC will prepare publication text and mapping, suitable for photocopy reproduction, and up to three (3) hard copies of the Plan. The text and maps will incorporate all final adopted Plan revisions. A digital copy of the Plan and maps will also be provided to the Township. *Publication and printing of the adopted document beyond what is outlined above is the responsibility of the Township.*

4.0 MAPPING SERVICES

CCPC will perform the following mapping services for the Township as part of this scope of work. Mapping will be prepared using Geographic Information System (GIS) technology. All digital products produced under this work program will be the property of the Township and will be provided to the Township in digital form.

All maps will be produced in an 8 1/2" by 11" format, as appropriate. Select maps will be produced at a scale suitable for display. The following topics will be addressed in mapping produced under this work program, in addition to or in combination with specific mapping required to address the focused priorities chapters:

- 4.1** Regional Resources and Perspective
- 4.2** Existing Land Use
- 4.3** Future Land Use
- 4.4** Community Facilities and Services
- 4.5** Transportation Inventory
- 4.6** Natural Resources - Water, Land, Biotic
- 4.7** Parks, Recreation, and Open Space
- 4.8** Historic Resources
- 4.9** Workshop Mapping
- 4.10** Additional Focused Plan Mapping (as needed)

Items for discussion:

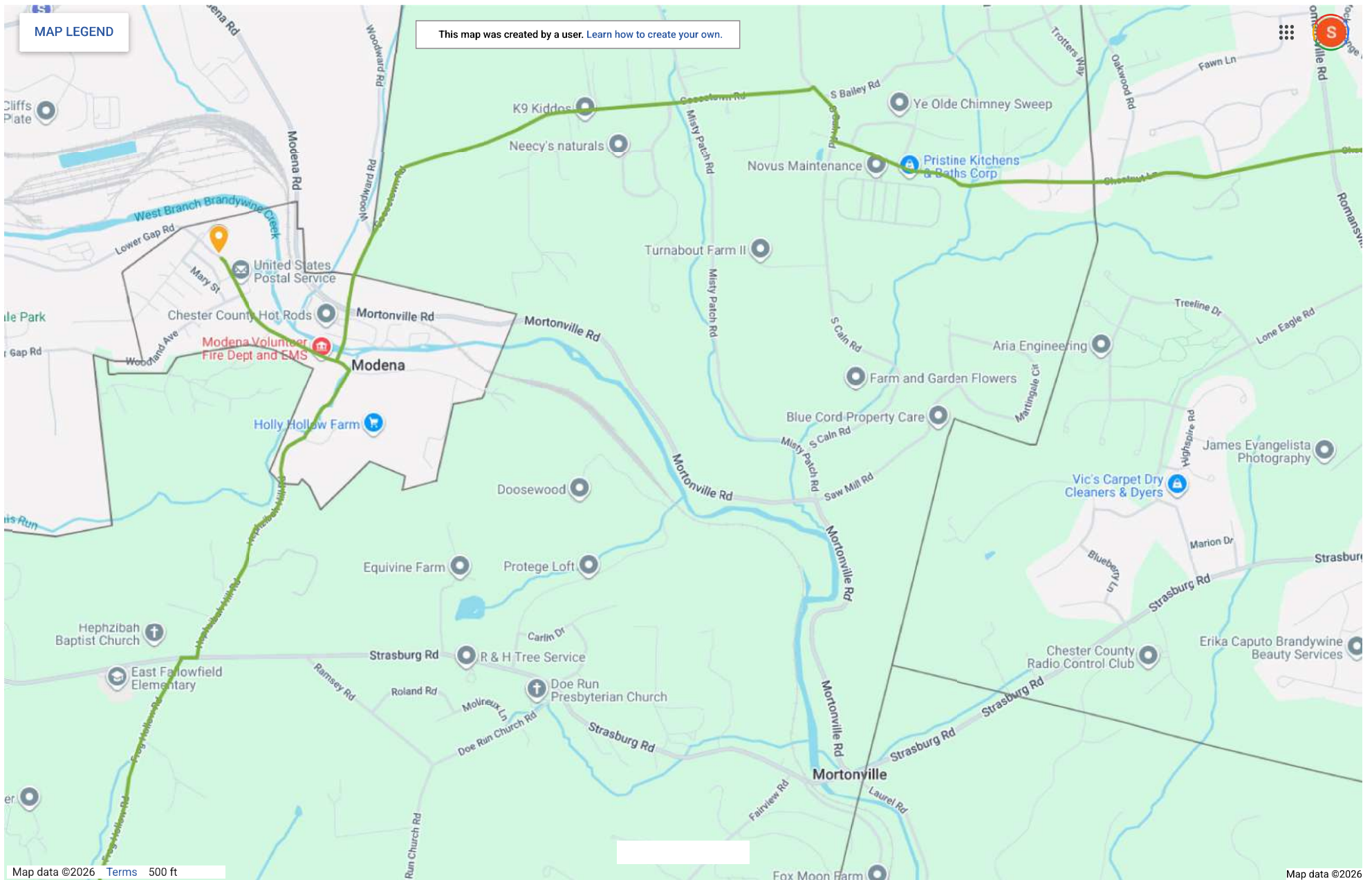
1. Will the *2024 Open Space, Recreation, and Environmental Resources Plan Update* continue to officially be part of the comp plan by reference?
2. How will the other Township consultants (engineer(s)) be incorporated and managed in this process?
3. What areas will the Township want graphics/renderings specifically developed?
4. What areas does the Township think drone imagery would be most useful? We have typically incorporated drone imagery into our recent plans.

East Fallowfield
Comprehensive
Plan - Cost
Estimate

Total Costs

Task #	Element	Total Cost	In-Kind Grant (50%)	Municipal Cost (50%)
1.0	Comprehensive Plan Preparation	\$19,376	\$9,688	\$9,688
2.0	Work Sessions/Mtgs/Etc.	\$17,238	\$8,619	\$8,619
3.0	Copies/Mailings	\$1,612	\$806	\$806
4.0	Mapping/Graphics	\$23,920	\$11,960	\$11,960
Total		\$62,146.00	\$31,073.00	\$31,073.00

Invoicing				
	Project Term (months)	Total Invoice	# of Invoices	Quarterly Invoice
	24	\$31,073.00	8	\$3,884



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/07/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ashmead Insurance Associates 2422 N. Broad Street Colmar, PA 18915	CONTACT NAME: Janine Ruiz PHONE (A/C, No, Ext): (215)822-7573 E-MAIL ADDRESS: certs@ashmeadins.com FAX (A/C, No): (215)822-5172
INSURER(S) AFFORDING COVERAGE	
INSURER A: Federal Insurance Company	NAIC # 20281
INSURER B: ACE AMERICAN INSURANCE COMPANY	22667
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Brandywine Conservancy & Museum Of Art
PO Box 141
Chadds Ford, PA 19317

COVERAGES

CERTIFICATE NUMBER: 00005837-0

REVISION NUMBER: 89

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		36092464	04/17/2025	07/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			73650682	04/17/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			56728624	04/17/2025	07/01/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	71844158	04/17/2026	07/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liab			D03372595	10/03/2025	10/03/2026	Each Claim/Agg 1,000,000/1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

East Fallowfield Township is included as Additional Insured when required by written contract and permitted by law.

CERTIFICATE HOLDER

CANCELLATION

East Fallowfield Township
2264 Strasburg Road
East Fallowfield To, PA 19320

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Blystone

(JNR)

SERVICES AGREEMENT

PROPERTY NAME: **East Fallowfield Community Park**
CUSTOMER NAME: **Charter Township of East Fallowfield**
SERVICE DESCRIPTION: Fall 2026 SchlixX+ Application, 700 Pounds
EFFECTIVE DATE: July 15, 2026
SUBMITTED TO: Scott Swichar
SUBMITTED BY: John Phelps

THIS SERVICES AGREEMENT (the "Agreement") is effective as of the date indicated above (the "Effective Date"), by and between SOLitude Lake Management, LLC ("SOLitude" or "Company"), and the customer identified above (the "Customer"), in accordance with the terms and conditions set forth in this Agreement.

1. **SERVICES.** SOLitude will provide services (the "Services") at the Customer's property in accordance with the Scope of Services attached hereto as Schedule A.
2. **MODIFICATIONS.** Any deviation from the requirements and Services outlined in Schedule A involving extra cost of material and labor will result in extra charges. Such additional services will be provided by SOLitude only upon a Change Order mutually approved by the parties in writing (the "Change Order").
3. **PRICING.** The Customer agrees to pay for the Services, as well as any applicable sales or other taxes, in accordance with the Pricing Schedule attached hereto as Schedule B.
4. **PAYMENT.** SOLitude shall invoice Customer following completion of each required Service. Payment is due within thirty (30) days of the invoice date. Any disputes with an invoice or invoices must be brought to the attention of SOLitude by written notice within one hundred and twenty (120) days from the invoice date, otherwise Company will not be liable for any potential credits or adjustments. The parties agree to use good faith efforts to resolve any disputed invoice amounts within thirty (30) days after written notification of a dispute. Disputed amounts shall not affect payment of all undisputed amounts, and Customer agrees to pay all undisputed amounts owed on any disputed invoice within the applicable due dates. Invoices not paid on or before the invoice due date shall accrue interest charges at a rate of one percent (1%) per month, accruing as of the invoice date, until the time that such amounts are paid in full. Additionally, the Customer is liable for payment of all costs of collection of past due accounts, specifically including, but not limited to, court costs, expenses, and reasonable attorneys' fees. In addition to the compensation paid to SOLitude for performance of the Services, Customer shall reimburse Customer for all of the expenses paid or incurred by SOLitude in connection with the Services, including, but not limited to non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the Customer that are not covered specifically by the written specifications of this Agreement ("Reimbursable Expenses").
5. **TERM AND EXPIRATION.** This Agreement shall commence on the Effective Date and shall expire upon completion of the Services required by Customer specified in Schedule A.



6. TERMINATION. In the event that this Agreement is terminated for any reason prior to SOLitude's completion of the Services, Customer agrees to reimburse SOLitude for any costs incurred, including, but not limited to, labor costs, materials and fees, that SOLitude may have incurred in preparation for the provision of its Services.

7. RESERVED.

8. INSURANCE. SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. A certificate of insurance will be issued to Customer, upon request.

9. INDEMNIFICATION; LIMITATION OF LIABILITY. THE CUSTOMER AGREES THAT THE WORK PROVIDED UNDER THIS AGREEMENT IS NOT TO BE CONSTRUED AS INSURANCE, OR AS A COVENANT, GUARANTEE, WARRANTY, OR PROMISE OF ANY KIND THAT THE CUSTOMER IS IN COMPLIANCE WITH ANY LEGAL GUIDELINES OR REQUIREMENTS. COMPANY DISCLAIMS ANY LIABILITY OR RESPONSIBILITY REGARDING THE PRACTICES AND OPERATIONS OF THE CUSTOMER, AND BEARS NO RESPONSIBILITY OR LIABILITY FOR WHETHER THE CUSTOMER CARRIES OUT THE RECOMMENDATIONS MADE BY COMPANY AND IN NO EVENT WILL COMPANY BE LIABLE FOR CONSEQUENTIAL, INDIRECT, OR ECONOMIC DAMAGES. THE CUSTOMER SHALL INDEMNIFY AND HOLD COMPANY HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS, LIABILITIES, OBLIGATIONS, AND ATTORNEYS' FEES OR COSTS BROUGHT BY ANY THIRD PARTIES, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR BY FAILURE OF THE CUSTOMER TO ACT IN ACCORDANCE WITH ANY LEGAL REQUIREMENTS IN CONNECTION WITH THE SERVICES DESCRIBED IN SCHEDULE A. COMPANY SHALL NOT BE LIABLE FOR ANY DELAY IN PERFORMING THE SERVICES, NOR LIABLE FOR ANY FAILURE TO PROVIDE THE SERVICES, DUE TO ANY CAUSE BEYOND ITS REASONABLE CONTROL. COMPANY WILL BE RESPONSIBLE FOR ONLY THOSE DAMAGES, CLAIMS, CAUSES OF ACTION, INJURIES, OR LEGAL COSTS CAUSED BY ITS OWN DIRECT NEGLIGENCE OR MISCONDUCT, BUT THEN ONLY TO AN AMOUNT NOT TO EXCEED THE ANNUAL FEES CHARGED UNDER THE AGREEMENT.

10. CONFIDENTIAL INFORMATION. "Confidential Information" means any information disclosed by one party ("Discloser") to the other party ("Recipient"), either directly or indirectly, in writing, orally, or by inspection of tangible objects, other than information that the Recipient can establish (i) was publicly known and made generally available in the public domain prior to the time of disclosure; (ii) becomes publicly known and made generally available after disclosure other than through Recipient's action or inaction; or (iii) is in Recipient's possession, without confidentiality restrictions, at the time of disclosure by Discloser as shown by Recipient's files and records immediately prior to the time of disclosure. Recipient shall not at any time (a) disclose, sell, license, transfer, or otherwise make available to any person or entity any Confidential Information, or (b) use, reproduce, or otherwise copy any Confidential Information, except as necessary in connection with the purpose for which such Confidential Information is disclosed to Recipient or as required by applicable law. Recipient agrees to take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. All Confidential Information shall at all times remain the property of Discloser, and all documents, electronic media, and other tangible items containing or relating to any Confidential Information shall be delivered to Discloser immediately upon the request of Discloser.

Notwithstanding the foregoing, if Recipient is required by law, regulation, subpoena, government order, regulatory agency order, judicial order, or other court order to disclose any Confidential Information, Recipient shall give the Disclosing Party timely and lawful written notice of such a requirement prior to such disclosure, and shall reasonably and lawfully cooperate with the Disclosing Party to seek a protective order, confidential treatment, or other appropriate measures for such Confidential Information.



11. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.
12. RIGHT TO SUBCONTRACT. The Company, in its sole discretion, may subcontract or delegate to an affiliate or third party any of its duties and obligations hereunder.
13. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.
14. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.
15. E-VERIFY. SOLitude utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.
16. GOVERNING LAW. Except for the Mandatory Arbitration Clause in Section 17 of this Agreement, which is governed by and construed in accordance with the Federal Arbitration Act, this Agreement shall be governed by, and construed in accordance with, the laws of the state in which the Services are performed.
17. MANDATORY ARBITRATION. Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this Agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ("AAA"), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District in which the services were performed or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. Venue for arbitration hereunder shall be within the state where the customer's property, that is the subject of the services provided, is located.
18. ASSIGNMENT. The Company may assign this Agreement to a related or affiliated entity upon written notice to the Customer.



19. NOTICES. All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be directed to the individuals and addresses listed in the signature block. Notices sent in accordance with this Section shall be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); or (c) on the third (3rd) business day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

20. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that may result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude. Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The Customer is responsible for notifying SOLitude in advance of the contract signing and the start of the Agreement if they utilize any of the water in their lakes or ponds for irrigation purposes. The Customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the Customer for irrigation without the consent or knowledge of SOLitude. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes, lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the Customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The Customer also understands and accepts that similar risks would remain even if no work was performed. The Customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

21. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

22. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

23. SEVERABILITY. If any part of this Agreement is held to be invalid or unenforceable for any reason, the remaining Terms and Conditions of this Agreement shall remain in full force and effect.

[SIGNATURES FOLLOW ON THE NEXT PAGE]



By signing below, the parties agree to be bound by the terms and conditions of this Agreement and any accompanying schedules as of the Effective Date.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

Charter Township of East Fallowfield

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

**SOLitude Lake Management, LLC
PO Box 85529
Chicago, IL 60689-5529**

Customer's Address for Notice Purposes:

Please Mail All Notices and Agreements to:

**SOLitude Lake Management, LLC
1253 Jensen Drive, Suite 103
Virginia Beach, VA 23451**



SCHEDULE A – SCOPE OF SERVICES

SchlixX Plus Treatment: #700

1. SchlixX Plus will be applied to the target area at the Manufacturers recommended dosing rate.
2. The contractor shall supply product, boat, application equipment and applicators.

General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this Agreement will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense. The application method and equipment (boat, ATV, backpack, etc.) used is determined by our technician at the time of the treatment to ensure the most effective method is provided for optimal results.

SCHEDULE B – PRICING SCHEDULE

Total Price: **\$3,472.00** Price is valid for 45 days from the Effective Date

Due upon execution of this Agreement: 50% of the Total Price

Due upon completion of Hydro-Raking Services: remaining 50% of the Total Price

SERVICES AGREEMENT

PROPERTY NAME: **East Fallowfield Community Park**

CUSTOMER NAME: Charter Township of East Fallowfield

SERVICE DESCRIPTION: Oase TPD300S Pond Aeration Installed.

EFFECTIVE DATE: **July 15, 2026**

SUBMITTED TO: Scott Swichar

SUBMITTED BY: John Phelps

THIS SERVICES AGREEMENT (the "Agreement") is effective as of the date indicated above (the "Effective Date"), by and between SOLitude Lake Management, LLC ("SOLitude" or "Company"), and the customer identified above (the "Customer"), in accordance with the terms and conditions set forth in this Agreement.

1. **SERVICES.** SOLitude will provide services (the "Services") at the Customer's property in accordance with the Scope of Services attached hereto as Schedule A.
2. **MODIFICATIONS.** Any deviation from the requirements and Services outlined in Schedule A involving extra cost of material and labor will result in extra charges. Such additional services will be provided by SOLitude only upon a Change Order mutually approved by the parties in writing (the "Change Order").
3. **PRICING.** The Customer agrees to pay for the Services, as well as any applicable sales or other taxes, in accordance with the Pricing Schedule attached hereto as Schedule B.
4. **PAYMENT.** SOLitude shall invoice Customer following completion of each required Service. Payment is due within thirty (30) days of the invoice date. Any disputes with an invoice or invoices must be brought to the attention of SOLitude by written notice within one hundred and twenty (120) days from the invoice date, otherwise Company will not be liable for any potential credits or adjustments. The parties agree to use good faith efforts to resolve any disputed invoice amounts within thirty (30) days after written notification of a dispute. Disputed amounts shall not affect payment of all undisputed amounts, and Customer agrees to pay all undisputed amounts owed on any disputed invoice within the applicable due dates. Invoices not paid on or before the invoice due date shall accrue interest charges at a rate of one percent (1%) per month, accruing as of the invoice date, until the time that such amounts are paid in full. Additionally, the Customer is liable for payment of all costs of collection of past due accounts, specifically including, but not limited to, court costs, expenses, and reasonable attorneys' fees. In addition to the compensation paid to SOLitude for performance of the Services, Customer shall reimburse SOLitude for all of the expenses paid or incurred by SOLitude in connection with the Services, including, but not limited to non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the Customer that are not covered specifically by the written specifications of this Agreement ("Reimbursable Expenses"). Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, the customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees.



5. TERM AND EXPIRATION. This Agreement shall commence on the Effective Date and shall expire upon completion of the Services required by Customer specified in Schedule A.
6. TERMINATION. In the event that this Agreement is terminated for any reason prior to SOLitude's completion of the Services, Customer agrees to reimburse SOLitude for any costs incurred, including, but not limited to, labor costs, materials and fees, that SOLitude may have incurred in preparation for the provision of its Services.
7. RESERVED.
8. INSURANCE. SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. A certificate of insurance will be issued to Customer, upon request.
9. INDEMNIFICATION; LIMITATION OF LIABILITY. THE CUSTOMER AGREES THAT THE WORK PROVIDED UNDER THIS AGREEMENT IS NOT TO BE CONSTRUED AS INSURANCE, OR AS A COVENANT, GUARANTEE, WARRANTY, OR PROMISE OF ANY KIND THAT THE CUSTOMER IS IN COMPLIANCE WITH ANY LEGAL GUIDELINES OR REQUIREMENTS. COMPANY DISCLAIMS ANY LIABILITY OR RESPONSIBILITY REGARDING THE PRACTICES AND OPERATIONS OF THE CUSTOMER, AND BEARS NO RESPONSIBILITY OR LIABILITY FOR WHETHER THE CUSTOMER CARRIES OUT THE RECOMMENDATIONS MADE BY COMPANY AND IN NO EVENT WILL COMPANY BE LIABLE FOR CONSEQUENTIAL, INDIRECT, OR ECONOMIC DAMAGES. THE CUSTOMER SHALL INDEMNIFY AND HOLD COMPANY HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS, LIABILITIES, OBLIGATIONS, AND ATTORNEYS' FEES OR COSTS BROUGHT BY ANY THIRD PARTIES, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR BY FAILURE OF THE CUSTOMER TO ACT IN ACCORDANCE WITH ANY LEGAL REQUIREMENTS IN CONNECTION WITH THE SERVICES DESCRIBED IN SCHEDULE A. COMPANY SHALL NOT BE LIABLE FOR ANY DELAY IN PERFORMING THE SERVICES, NOR LIABLE FOR ANY FAILURE TO PROVIDE THE SERVICES, DUE TO ANY CAUSE BEYOND ITS REASONABLE CONTROL. COMPANY WILL BE RESPONSIBLE FOR ONLY THOSE DAMAGES, CLAIMS, CAUSES OF ACTION, INJURIES, OR LEGAL COSTS CAUSED BY ITS OWN DIRECT NEGLIGENCE OR MISCONDUCT, BUT THEN ONLY TO AN AMOUNT NOT TO EXCEED THE ANNUAL FEES CHARGED UNDER THE AGREEMENT.
10. CONFIDENTIAL INFORMATION. "Confidential Information" means any information disclosed by one party ("Discloser") to the other party ("Recipient"), either directly or indirectly, in writing, orally, or by inspection of tangible objects, other than information that the Recipient can establish (i) was publicly known and made generally available in the public domain prior to the time of disclosure; (ii) becomes publicly known and made generally available after disclosure other than through Recipient's action or inaction; or (iii) is in Recipient's possession, without confidentiality restrictions, at the time of disclosure by Discloser as shown by Recipient's files and records immediately prior to the time of disclosure. Recipient shall not at any time (a) disclose, sell, license, transfer, or otherwise make available to any person or entity any Confidential Information, or (b) use, reproduce, or otherwise copy any Confidential Information, except as necessary in connection with the purpose for which such Confidential Information is disclosed to Recipient or as required by applicable law. Recipient agrees to take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. All Confidential Information shall at all times remain the property of Discloser, and all documents, electronic media, and other tangible items containing or relating to any Confidential Information shall be delivered to Discloser immediately upon the request of Discloser.

Notwithstanding the foregoing, if Recipient is required by law, regulation, subpoena, government order, regulatory agency order, judicial order, or other court order to disclose any Confidential Information, Recipient shall give the Disclosing Party timely and lawful written notice of such a requirement prior to such disclosure, and shall reasonably



and lawfully cooperate with the Disclosing Party to seek a protective order, confidential treatment, or other appropriate measures for such Confidential Information.

11. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

12. RIGHT TO SUBCONTRACT. The Company, in its sole discretion, may subcontract or delegate to an affiliate or third party any of its duties and obligations hereunder.

13. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

14. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

15. E-VERIFY. SOLitude utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

16. GOVERNING LAW. Except for the Mandatory Arbitration Clause in Section 17 of this Agreement, which is governed by and construed in accordance with the Federal Arbitration Act, this Agreement shall be governed by, and construed in accordance with, the laws of the state in which the Services are performed.

17. MANDATORY ARBITRATION. Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this Agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ("AAA"), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District in which the services were performed or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. Venue for arbitration hereunder shall be within the state where the customer's property, that is the subject of the services provided, is located.



18. ASSIGNMENT. The Company may assign this Agreement to a related or affiliated entity upon written notice to the Customer.

19. NOTICES. All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be directed to the individuals and addresses listed in the signature block. Notices sent in accordance with this Section shall be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); or (c) on the third (3rd) business day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

20. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that may result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude. Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The Customer is responsible for notifying SOLitude in advance of the contract signing and the start of the Agreement if they utilize any of the water in their lakes or ponds for irrigation purposes. The Customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the Customer for irrigation without the consent or knowledge of SOLitude. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes, lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the Customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The Customer also understands and accepts that similar risks would remain even if no work was performed. The Customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

21. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

22. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

23. SEVERABILITY. If any part of this Agreement is held to be invalid or unenforceable for any reason, the remaining Terms and Conditions of this Agreement shall remain in full force and effect.

[SIGNATURES FOLLOW ON THE NEXT PAGE]



By signing below, the parties agree to be bound by the terms and conditions of this Agreement and any accompanying schedules as of the Effective Date.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

Charter Township of East Fallowfield

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

SOLitude Lake Management, LLC
PO Box 85529
Chicago, IL 60689-5529

Customer's Address for Notice Purposes:

Please Mail All Notices and Agreements to:

SOLitude Lake Management, LLC
1253 Jensen Drive, Suite 103
Virginia Beach, VA 23451



SCHEDULE A - AERATION INSTALLATION SERVICES

Aeration System Install:

1. Company will install the following submersed air diffused aeration system:

Oase TPD300S-72R6 Aeration System

Includes: **Three (3)** TPDDIF Deep Water Diffusers
450 ft. underwater self-weighted air delivery tubing
All labor and parts necessary for proper installation

2. Air Diffuser will be placed in the deepest areas possible to provide for uniform coverage and to maximize the benefits of aeration on the pond.

***For all single-phase units** customer must provide suitable 120V or 208/240V power source with appropriate breaker or disconnect for electrical connection by the edge of the pond, next to the site where the compressor cabinet is to be placed. SOLitude Lake Management® can arrange for any additional electrical work necessary to meet these electrical requirements for an additional fee. SOLitude Lake Management® is not responsible for electrical permits or inspections that might be required if new electrical service is ordered. Permits and inspections are the sole responsibility of the customer and the customer's electrician who is responsible for providing the necessary electrical service as described above. The cost for installation is based on the assumption that power is available within 30 feet of the pond, and that no obstacles exist between the power source and the pond (i.e., concrete/asphalt walkways, retaining walls, utilities, landscaped areas, trees).

Manufacturer Warranty:

1. Manufacturer warrants the complete cabinet system for **two (2) years** from the date of installation against any defects in materials and workmanship. Excludes wearable parts: air filters & compressor maintenance kits, cabinet itself carries lifetime warranty against rust.
2. The manufacturer's warranty will be voided if:
 - a. Any person not specifically authorized by the manufacturer performs any service, repair, or other work to the fountain/aeration system during the warranty period.
 - b. The fountain/aeration system is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions.



SOLitude Lake Management Warranty:

1. Company warrants that all installation work will be done in a safe and professional manner.
2. Company warrants all labor for the fountain/aeration system for a period of **ninety (90) days** from the date of installation.
3. The Company warranty will be voided if:
 - a. Any person not specifically authorized by Company performs any service, repair, or other work to the fountain/aeration system.
 - b. The fountain/aeration is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions.
4. The customer will be responsible for shipping charges to return the items for evaluation and repair in the event the items are not covered by the warranty. The customer will be responsible for repair or replacement costs, along with the return shipping and labor associated with SOLitude Lake Management.

General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.



SCHEDULE B – PRICING SCHEDULE

Total Price: **\$3,896.00** Price is valid for 45 days from the Effective Date

Due upon execution of this Agreement: 50% of the Total Price

Due upon completion of Hydro-Raking Services: remaining 50% of the Total Price



Aeration Systems

Complete systems for large ponds and lakes up to 45' deep



Complete System, Ready to Install

Includes cabinet, compressor, diffusers, weighted tubing, and fittings



Engineered for Quiet Operation

Double-wall cabinet and insulated airflow minimize noise



Secure, Lockable Design

Reinforced lid, industrial hinges, and vandal-resistant hardware protect critical components



Optimized Oxygen Transfer

Fine bubble diffusion increases efficiency and water quality improvement



Flexible for Any Application

Scalable airflow control for multiple diffusers and varying pond sizes



2 Diffuser Deep Water System

Aeration Systems



73970



73971



73966



73967



73968



73969

- Complete aeration solutions for ponds and lakes—from shallow applications up to 7' deep to deep water systems reaching 35' and covering up to 4 acres
- High-performance compressors included – Typhoon Linear Piston (shallow water) and Gast Rocking Piston (deep water) – for reliable, continuous operation
- Fully pre-assembled cabinet systems with all internal components installed for faster, easier setup
- Adjustable manifold assemblies with flow controls to efficiently manage multiple diffusers
- Heavy-duty, double-walled cabinets reduce noise while protecting internal components from weather and impact
- Integrated cooling system with high-volume fan and filtered airflow prevents overheating in demanding conditions
- Durable, corrosion-resistant components including aluminum manifold blocks, stainless steel hardware, and nickel-plated brass fittings
- Advanced diffuser design with EPDM tubing produces fine bubbles for maximum oxygen transfer, circulation, and long service life

ITEM	73970	73971	73966	73967	73968	73969
MODEL	TPS200S	TPS400S	TPD100S-87R6	TPD200S-87R6	TPD300S-72R6	TPD400S-72R6
DESCRIPTION	Shallow Water Aeration System with Two Diffusers	Shallow Water Aeration System with Four Diffusers	Deep Water Aeration System with One Diffuser	Deep Water Aeration System with Two Diffusers	Deep Water Aeration System with Three Diffusers	Deep Water Aeration System with Four Diffusers
VOLTS	115					
AMPS	0.9	1.4	4.5		5.1	
MAX LPM	110	240	130		165	
MAX CFM	3.9	8.5	4.6		5.8	
COVERAGE AREA	Up to ¼ surface acre	Up to ½ surface acre	Up to 1 surface acre	Up to 2 surface acres	Up to 3 surface acres	Up to 4 surface acres
COVERAGE AREA @ 2'	¼ acre	¼ acre	---			
COVERAGE AREA @ 4'	¼ acre	⅓ acre	---			
COVERAGE AREA @ 6'	¼ acre	½ acre	---			
COVERAGE AREA @ 8'	---		¼ acre	½ acre	½ acre	1 acre
COVERAGE AREA @ 12'	---		½ acre	¾ acre	1 acre	2 acres
COVERAGE AREA @ 16'	---		¾ acre	1 acre	1½ acres	3 acres
COVERAGE AREA @ 20'	---		1 acre	2 acres	3 acres	4 acres
POND DEPTH	Ponds up to 6' deep	Ponds up to 7' deep	Ponds and lakes between 7' and 35' deep			
INCLUDES	Cabinet with 2-outlet manifold and Linear Piston Compressor, (2)TPT38100 Weighted Tubing and (2)TPSDIF Shallow Water Diffusers	Cabinet with 4-outlet manifold and Linear Piston Compressor, (4)TPT38100 Weighted Tubing and (4)TPSDIF Shallow Water Diffusers	TPD100C Cabinet Assembly, TPT38100 Weighted Tubing and TPDDIF Deep Water Diffuser	TPD200C Cabinet Assembly, (2) TPT38100 Weighted Tubing and (2) TPDDIF Deep Water Diffusers	TPD300C Cabinet Assembly, (3) TPT38100 Weighted Tubing and (3) TPDDIF Deep Water Diffusers	TPD400C Cabinet Assembly, (4) TPT38100 Weighted Tubing and (4) TPDDIF Deep Water Diffusers
WARRANTY	2-year		2-year			



July 13, 2026

East Strasburg Rd.
2264 Strasburg Rd.
East Fallowfield, PA. 19320

Attn: Mr. Scott Swichar
Township Manager

Re: Pond Aerator

We are pleased to offer a time and material budget price of \$9,551.00 for the following work.

450' - Trench & restore
450' - Install conduit & conductors from existing load center
LS - Install one post mount 120V 20A GFCI receptacle

- Material:	\$2,471.00
- Labor 57 hrs. @ \$104/hr:	\$5,928.0
- Mini Excavator/Dump Truck	<u>\$1,152.00</u>
Total:	\$9,551.00

If you have any questions, or require any additional information, please contact me directly at 610-636-6515.

Sincerely,
Lenni Electric Corporation


Scott H. Welsh
C&I Division



Vendor 125615 Contract 008-E26-1711

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2026-12

**A RESOLUTION APPROVING REVISED JOB DESCRIPTIONS FOR
EAST FALLOWFIELD TOWNSHIP SECRETARY AND OFFICE ASSISTANT**

WHEREAS, the East Fallowfield Township Employee Handbook provides for job descriptions for all Township employees; and

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties, functions, and experience of these positions; and

WHEREAS, the Township Manager has recommended revisions to the job descriptions for the Township Secretary and Office Assistant positions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the job descriptions for the Township Secretary and Office Assistant positions attached hereto are hereby adopted and approved; and

BE IT FURTHER RESOLVED that these job descriptions may be amended from time to time by the Township Manager, subject to the approval of the Board of Supervisors.

ADOPTED this 28th day of July 2026 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

Al Wright,

Wilson, T. Lambert, Jr.,

Katja DiRado,

Deborah Stoff,

Robert Sparr,

Attest:

Township Manager/Secretary

**East Fallowfield Township
Job Description**

Position Title:	Office Assistant
Reports To:	Township Manager
Supervises:	N/A
Union Affiliation:	Non-Certified
Classification:	Non-Exempt
Pay:	Part-time hourly

I. DESCRIPTION

This position provides customer service, receptionist, and administrative support functions for the Township. The Office Assistant serves as the Township's primary point of contact for residents, visitors, and routine service requests, while providing administrative support to the Township Manager, Township Secretary, and other Township personnel as assigned.

II. GENERAL JOB-RELATED REQUIREMENTS

- Regular and predictable attendance is required. Must be reliable about job attendance, but should also be flexible about the schedule if the need to change it arises.
- Must work cooperatively with others.
- Must relate to Township citizens and other Township employees in a professional, courteous and respectful manner.

III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Township Manager.

A. Customer Service & Front Office Operations

- Serves as the Township's primary customer service representative by receiving, documenting, tracking, and routing resident inquiries, complaints, and service requests received by telephone, email, website, or in person. Coordinates with Township staff, contractors, and outside service providers to facilitate timely responses, monitors the status of service requests and complaints, provides follow-up to residents as appropriate, and refers complex or sensitive matters to the Township Manager.
- Processes park and pavilion rental applications.

B. Administrative Support

- Provides routine administrative support to the Township Manager and coordinates activities with other personnel.

- Performs various other clerical, secretarial and administrative support services for meetings and special projects to facilitate the efficient operation of the Township.
- Orders supplies and equipment by obtaining any necessary approval of the Township Manager and interacts with vendors regarding specifications and availability of supplies and equipment.
- Prepares bank deposits and enters all billing information into the system.
- Monitors, screens, responds to and distributes incoming email, mail, and phone communications to the Township Manager and/or Township department heads.

C. Permitting & Operational Support

- Assists with routine administrative support related to building permits, zoning, and code administration as assigned by the Township Manager to support efficient Township operations

D. Records & Information Management

- Scans and electronically files Township records. Updates Township forms and website content as assigned.
- Maintains Township paper and electronic records and filing systems.
- Provides administrative support for records management, document imaging, records retention, and with document retrieval and administrative support for Right-to-Know requests as assigned.

E. Communications & Technology Support

- Provides administrative support for the Township's website, social media, email communications, newsletters, public notices, and other public information channels as assigned by the Township Manager or Township Secretary.
- Serves as the primary administrative liaison with the Township's information technology, telephone, security camera, copier, and other office equipment vendors by reporting issues, coordinating service requests, scheduling maintenance, and tracking resolutions.

F. Cross-Training & Organizational Support

- Provides administrative support for the Township's Workplace Safety Committee, including assisting with meeting coordination, recordkeeping, and certification documentation, as assigned by the Township Manager.
- Assists with the orientation, training, and cross-training of administrative personnel to promote continuity of Township operations, as assigned by the Township Manager.
- Performs any other tasks or duties deemed necessary or appropriate by the Township Manager.

IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical & Mental Requirements: The person in this position must be able to work at a fast pace, must be able to deal with the requests of Township Manager, staff and members of the public regarding all major and minor issues arising in the Township in a pleasant manner. The employee must be able to deal with emergency situations in a calm and intelligent manner. The employee must be able to work in a timely manner with frequent interruptions. Extended work hours may be required during certain time periods. Specifically, the person in this position must:

- frequently remain in a stationary/sedentary position (standing or sitting) approximately ninety (90) percent of time. This position also requires: walking, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing and repetitive motions. The person in this position must be able to occasionally move about the office to access file cabinets, office machinery, etc.
- constantly operate a computer and other office productivity machinery, including, but not limited to the use of a copying machine, computer printer, fax machine and calculator. The person must be able to use body members to work, move or carry objects or materials.
- frequently operate a variety of office equipment, and secure office supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- occasionally lift and carry from up to thirty-five (35) pounds of supplies/materials for filing and other office procedures.
- frequently communicate with individuals both in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position may be exposed to inclement weather conditions when traveling to and from the office.
- learn and understand relatively complex principles and techniques; to make independent judgment in the absence of management.
- effectively communicate in a professional manner with Township personnel, including, but not limited to, the Township Manager, Board of Supervisors, the Township Treasurer, the Road Foreman, the Township Solicitor, the Zoning/Code Enforcement Officer, the Chief of Police, vendors and the public.

In terms of a five-hour workday:

Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.

Job requires the physical ability to:

- a) Stand: occasionally
- b) Sit: continuously
- c) Walk: occasionally

Job requires the physical ability to lift/carry:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: occasionally
- c) 21-50 lbs.: occasionally
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: occasionally
- c) 21-50 lbs.: rarely
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to use the following repetitive movements:

- a) Fingers: continuously
- b) Wrist: continuously
- c) Arm/Shoulder: continuously
- d) Leg: rarely
- e) Foot: rarely

Job requires the physical ability to function in activities involving:

- a) Bending: occasionally
- b) Stooping: occasionally
- c) Twisting: occasionally
- d) Reaching: occasionally
- e) Crouching: occasionally
- f) Crawling: rarely
- g) Kneeling: rarely
- h) Climbing: rarely
- i) Handling: frequently
- j) Pinching: occasionally

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of Microsoft Excel, Word, and Outlook.
- Excellent oral and written communication skills.
- Possess effective interpersonal skills with the ability to interface diplomatically with other employees, Township officials, other governmental officials, public/residents, and professional contractors/vendors.
- Knowledge of common office procedures and equipment.
- Ability to collect, summarize, analyze and organize required information to fulfill duties.
- Ability to establish and maintain effective working relationships with employees, supervisors and others as appropriate.
- Ability to obtain knowledge of, gain proficiency in, utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Ability to communicate effectively orally and in writing, including the ability to provide and follow oral and written instructions.
- Ability to perform general clerical work to a high degree of accuracy and the ability to compile, organize, prepare and maintain an assortment of records, including electronic records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to efficiently organize work tasks and practice good time management skills.
- Possess considerable knowledge and understanding of Township policies and laws and the ability to perform the job functions listed within this job description.
- Must have the ability to operate and utilize business equipment, including, but not limited to, personal computers, email, internet, copy machines, fax machines, printers, scanners, adding machine, type-writer or other equipment or technologies that may be adopted by the Township Manager.

VI. GENERAL TRAITS AND ATTRIBUTES:

- Cooperates with the Township Manager and Staff in making the organization a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

VII. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

- High school diploma and approximately two (2) years of progressively responsible administrative or customer service experience, or an equivalent combination of education, training, and experience.
- Experience utilizing township policies and practices.
- Significant experience utilizing Microsoft Word, Excel, and Outlook.
- Extensive knowledge of modern office practices and procedures.

VIII. REQUIRED LICENSES AND CERTIFICATES

- Previous municipal experience preferred. Pennsylvania Notary Public certification is preferred. Employees who are not currently commissioned as a Pennsylvania Notary Public must be willing to obtain and maintain a commission upon appointment, at the Township's expense, if requested by the Township Manager.
- The Township Manager reserves the right to amend the Office Assistant job description from time to time by resolution or ordinance.
- My signature below indicates that I have read the job description for the Office Assistant and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: _____

Date: _____

**East Fallowfield Township
Job Description**

Position Title:	Township Secretary
Reports To:	Township Manager
Supervises:	N/A
Union Affiliation:	Non-Certified
Classification:	Non-Exempt
Employment Status:	Full-Time

I. DESCRIPTION

The Township Secretary performs a variety of responsible, confidential, and complex administrative duties in support of the Township Manager, Board of Supervisors, and the overall operations of the Township. The Township Secretary plays a key role in providing executive administrative support, legislative coordination, records management, and operational support to promote the efficient administration of Township government.

This position is responsible for maintaining official Township records, coordinating administrative processes, ensuring that Township business is conducted in an efficient and organized manner, and responding to or appropriately directing citizen inquiries and concerns. The employee also conducts research and provide administrative support to assist the Township Manager with decision-making, policy implementation, and special projects.

The majority of the work is performed independently, with decisions made in accordance with established policies, applicable laws and regulations, and the employee's sound judgment regarding consistency, precedent, and fairness. The Township Secretary serves at the pleasure of the Board of Supervisors and reports directly to the Township Manager.

II. GENERAL JOB-RELATED REQUIREMENTS

- May occasionally be required to work evenings.
- Regular and predictable attendance is required. Must be reliable about job attendance, but should also be flexible about the schedule if the need to change it arises.
- Must work cooperatively with others.
- Must relate to Township citizens and other Township employees in a professional, courteous and respectful manner.

III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Township Manager.

A. Office Administration

- Coordinates daily administrative workflow with the Office Assistant and other administrative personnel, as appropriate, to promote efficient Township operations. The Township Manager retains overall supervisory authority over all administrative personnel.

B. Board & Legislative Administration

- Coordinates the preparation of Board of Supervisors meeting agendas and supporting materials by compiling agenda items and related documents as directed by the Township Manager. Assembles and organizes agenda packets and supporting documentation for review and approval by the Township Manager prior to meetings. Prepares meeting rooms and virtual meeting platforms, as required, and may be required to attend Board of Supervisors meetings at the direction of the Township Manager.
- Prepares the minutes of Board of Supervisors and Planning Commission public meetings by summarizing information on audio recordings. Assists the various Committees and Commission Chairs by posting relevant information online and by posting their agendas and minutes.
- Ensures that ordinances, resolutions, and other legislative actions are properly enacted by typing, checking, researching, advertising legal notices, and recording the action as required by law.
- Maintains the Board of Supervisors' resolutions, ordinances, records, rules, regulations, and procedures. Maintains ordinance, resolution, and Board of Supervisors minute books.

C. Executive Support and Office Administration

- Provides executive administrative support to the Township Manager and coordinates administrative activities with Township personnel.
- Exercises sound independent judgment and discretion in handling confidential, sensitive, and time-sensitive administrative matters consistent with Township policies and the direction of the Township Manager.
- Collaborates with the Township Manager in preparation for upcoming meeting items that may require legal research, drafting of legislative actions, or other advance preparations.
- Identifies and brings to the Township Manager's attention matters that may require review by the Township Solicitor or Board of Supervisors.
- Provides administrative support to the Township Manager in the administration of the Township's Right-to-Know Law responsibilities.
- Provides administrative support in assigned operational areas as directed by the Township Manager.

- Coordinates and tracks special projects, assignments, deadlines, and action items on behalf of the Township Manager. Monitors project status, follows up with Township staff, consultants, contractors, and outside agencies as appropriate, and provides status updates to help ensure timely completion of assigned initiatives.

D. Public Communications

- Administers the Township's website, social media, email communications, newsletters, public notices, and other public information channels. Coordinates the collection, organization, formatting, publication, and distribution of approved Township communications and maintains the Township's communications calendar.

E. Customer Service and Public Assistance

- Provides administrative information and assistance to residents, elected officials, Township boards and commissions, contractors, and other stakeholders regarding Township policies, procedures, ordinances, board actions, municipal services, and official records. Coordinates responses with Township staff and refers complex or sensitive matters to the Township Manager as appropriate.

F. Records Management

- Oversees and maintains Township paper and electronic records and filing systems, including development of procedures for systematic retention, protection, retrieval, transfer and disposal of records.

G. Operational Support and Compliance

- Coordinates the Township's Workplace Safety Committee, including scheduling meetings, maintaining required records, preparing and submitting certification documentation, and performs activities necessary to maintain the Township's Workplace Safety Committee certification and associated workers' compensation premium discount.
- Provides administrative support to the Township's building permitting process, zoning and code administration functions as assigned.
- Participates in the orientation, training, and cross-training of administrative personnel to promote continuity of Township operations.
- Identifies opportunities to improve administrative procedures, workflows, and customer service. Recommends and assists with the implementation of process improvements to enhance operational efficiency, accuracy, and service delivery.
- Attends conferences, seminars or training classes to continually improve skills and keep apprised of current procedures and legislation.
- Attends and participates in weekly staff meetings and other meetings as assigned by the Township Manager to coordinate Township operations and provide project updates.

IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical & Mental Requirements: The person in this position must be able to work at a fast pace, must be able to deal with the requests of Township Manager, staff and members of the public regarding all major and minor issues arising in the Township in a pleasant manner. The employee must be able to deal with emergency situations in a calm and intelligent manner. The employee must be able to work in a timely manner with frequent interruptions. Extended work hours may be required during certain time periods. Specifically, the person in this position must:

- frequently remain in a stationary/sedentary position (standing or sitting) approximately ninety (90) percent of the time. This position also requires: walking, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing and repetitive motions. The person in this position must be able to occasionally move about the office to access file cabinets, office machinery, etc.
- constantly operate a computer and other office productivity machinery, including, but not limited to the use of a copying machine, computer printer, fax machine and calculator. The person must be able to use body members to work, move or carry objects or materials.
- frequently operate a variety of office equipment, and secure office supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- occasionally lift and carry from up to thirty-five (35) pounds of supplies/materials for filing and other office procedures.
- frequently communicate with individuals both in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position may be exposed to inclement weather conditions when traveling to and from the office.
- learn and understand relatively complex principles and techniques; to make independent judgment in the absence of management.
- effectively communicate in a professional manner with Township personnel, including, but not limited to, the Township Manager, Board of Supervisors, the Township Treasurer, the Road Foreman, the Township Solicitor, the Zoning/Code Enforcement Officer, the Chief of Police, vendors and the public.

In terms of an 8 hour workday:

Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.

Job requires the physical ability to:

- a) Stand: occasionally
- b) Sit: continuously
- c) Walk: occasionally

Job requires the physical ability to lift/carry:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: occasionally
- c) 21-50 lbs.: occasionally
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: occasionally
- c) 21-50 lbs.: rarely
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to use the following repetitive movements:

- a) Fingers: continuously
- b) Wrist: continuously
- c) Arm/Shoulder: continuously
- d) Leg: rarely
- e) Foot: rarely

Job requires the physical ability to function in activities involving:

- a) Bending: occasionally
- b) Stooping: occasionally
- c) Twisting: occasionally
- d) Reaching: occasionally
- e) Crouching: rarely
- f) Crawling: rarely
- g) Kneeling: rarely
- h) Climbing: rarely
- i) Handling: frequently
- j) Pinching: occasionally

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Proficiency with Microsoft 365 applications, including Outlook, Word, Excel, Teams, and other standard office technologies. Ability to quickly learn and effectively utilize specialized municipal software, website content management systems, records management systems, and other technology adopted by the Township.
- Excellent oral and written communication skills.
- Possess effective interpersonal skills with the ability to interface diplomatically with other employees, Township officials, other governmental officials, public/residents, and professional contractors/vendors.
- Knowledge of common office procedures and equipment.
- Ability to collect, summarize, analyze and organize required information to fulfill duties.
- Ability to establish and maintain effective working relationships with employees, supervisors and others as appropriate.
- Ability to obtain knowledge of, gain proficiency in, utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Ability to communicate effectively orally and in writing, including the ability to provide and follow oral and written instructions.
- Ability to perform complex administrative and records management duties with a high degree of accuracy and the ability to compile, organize, prepare and maintain an assortment of records, including electronic records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to efficiently organize work tasks and practice good time management skills.
- Possess considerable knowledge and understanding of Township policies and laws and the ability to perform the job functions listed within this job description.
- Must have the ability to operate and utilize business equipment, including, but not limited to, personal computers, email, internet, copy machines, fax machines, printers, scanners, adding machine, or other equipment or technologies that may be adopted by the Township Manager.

VI. GENERAL TRAITS AND ATTRIBUTES:

- Cooperates with the Township Manager and staff in making the organization a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable, and honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

VII. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

- High School Diploma and approximately three (3) years of similar administrative experience, preferably including supervisory and administrative experience, or an equivalent combination of education and experience. Previous municipal experience preferred but not required. The Township will consider candidates with comparable executive-level administrative, legal, governmental, or public sector experience demonstrating the knowledge, skills, and abilities necessary to perform the essential functions of the job.
- Pennsylvania Notary Public certification is preferred. The employee may be required to obtain and maintain a Pennsylvania Notary Public commission, at the Township's expense, if requested by the Township Manager.
- Significant experience utilizing Microsoft 365 applications, including Outlook, Word, and Excel.
- Extensive knowledge of modern office practices and procedures.

The Township Manager reserves the right to amend the Township Secretary's job description from time to time by resolution or ordinance.

My signature below indicates that I have read the job description for the Township Secretary and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: _____

Date: _____



COMMISSIONERS

Josh Maxwell
Marian D. Moskowitz
Eric M. Roe

County of Chester
313 West Market Street
Suite 6202
West Chester, PA 19382
(610) 344-6100

July 15, 2026

Michael Domboski, Chairman
East Fallowfield Board of Supervisors
2264 Strasburg Road
East Fallowfield, PA 19320

Re: Chester County Commissioners' 2026 Preservation Partnership Program Grant Awards

Dear Mr. Domboski:

We are pleased to inform you that Chester County has awarded \$218,200.00 to East Fallowfield Township for the "R38 East Fallowfield Community Park" project.

Township staff will receive a signed contract to memorialize this grant. The Chester County Department of Parks + Preservation will administer the contract, monitor progress, and process requests for reimbursement.

We are pleased to join East Fallowfield Township in this investment to provide publicly accessible recreational amenities and to promote a high quality of life.

Congratulations on the Preservation Partnership Program award and we wish you all the best for the successful completion of this worthwhile project.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Josh Maxwell'.

Josh Maxwell
Chair

A handwritten signature in dark ink, appearing to read 'Marian D. Moskowitz'.

Marian D. Moskowitz
Vice-Chair

A handwritten signature in dark ink, appearing to read 'Eric M. Roe'.

Eric M. Roe
Commissioner

cc: Dave T. Stauffer, Director, Chester County Department of Parks + Preservation

CHESTER COUNTY
MUNICIPAL PARK & TRAIL IMPROVEMENT GRANT

Round 38 Grant Contract
Contract ID # 23645

Project Name: East Fallowfield Community Park

East Fallowfield Township
(Municipality)

County of Chester

THIS AGREEMENT, made this 15 day of July 2026 is by and between East Fallowfield Township, having an address at 2264 Strasburg Road East Fallowfield, PA 19320, hereinafter called "Municipality," and the County of Chester, hereinafter called "County," acting through its County Commissioners.

1.0 Scope of Services

- 1.1 This Agreement is to fund the construction of recreational facilities and improvements (Improvements) on tax parcel(s) 47-4-92.1; 47-4-92.2; 47-4-599 ("Property")
- 1.2 The Municipality agrees to implement the project as described in the Grant Application ("Project") and in accordance with modifications (if any) mutually agreed upon during the grant review process.
- 1.3 Prior to any reimbursement of County funds, the Municipality agrees that permanent restrictions requiring the perpetual use of the land for publicly accessible parkland, recreation, open space, natural resource conservation, and agriculture shall be placed on the land on which the Improvements will be constructed through the Declaration of Public Trust, Covenants, Conditions, and Restrictions (Declaration), which shall be recorded at the Chester County Office of the Recorder of Deeds. The Municipality agrees that Chester County will monitor the Property in-person and enforce compliance with the permanent restrictions as written in the Declaration.
- 1.4 If a County Declaration has been previously recorded on the Property, the Municipality agrees to execute and record the most current version of the Declaration if requested to do so by the County.
- 1.5 The Municipality agrees to properly maintain and periodically inspect the Improvements constructed as a result of the Grant Award. Further, the Municipality agrees to allow public access on the Property without discrimination and without regard to residency. The Municipality's duties pursuant to this provision are continuing duties that survive the expiration of this Agreement.

- 1.6 The Municipality agrees to abide by the provisions of the Preservation Partnership Program – Round 38 Policy Manual (Grant Manual) dated March 1, 2026 and associated policy documents. The Grant Manual and associated policy documents (including revisions thereto) are incorporated herein by reference as if set forth in full and made apart hereof. The Municipality’s duties pursuant to this provision are continuing duties that survive the expiration of this Agreement. Should any provision of the Manual be deemed invalid or illegal under the laws of the Commonwealth of Pennsylvania, validity of the remainder of the Manual and the applicability thereof shall not be affected.
- 1.7 The Municipality agrees not to sell or convey the Property on which the Improvements are made without prior written authorization from the County. The Municipality’s duties pursuant to this provision are continuing duties that survive the expiration of this Agreement.
- 1.8 At the discretion of the Chester County Board of Commissioners, the Municipality agrees to attend a public meeting of the Commissioners to acknowledge and celebrate completion of the project.

2.0 Maximum Reimbursement and Agreement End Date

- 2.1 It is understood that this grant is for a maximum reimbursement of two hundred eighteen thousand two hundred dollars (\$218,200.00) (“Grant Award”).
- 2.2 The Municipality understands that funding shall be disbursed by the County as set forth in this Agreement and the guidelines set forth in the Grant Manual.
- 2.3 This Agreement expires on July 14, 2029. The Municipality agrees and understands that the County will not make payment for costs incurred after the aforesaid expiration date.

3.0 Agreement Amendments and Termination

- 3.1 This Agreement may be amended only by written instrument signed by both the County and the Municipality.
- 3.2 This Agreement may be terminated by the Municipality prior to obtaining any grant funds from the County upon notice to the County by the Municipality by Resolution of its governing body declaring its intent not to pursue the Project, whereupon the County shall have no further obligation to the Municipality with respect to this Agreement or the underlying Grant Application filed by the Municipality.
- 3.3 The Municipality agrees that the County reserves all rights to reassess the Grant Award and approval, to refuse reimbursement payment, to withdraw conditional grant approval, and/or require additional documentation and assurances or indemnifications from the Municipality. The County may terminate this Agreement at any time, upon 45 days written notice to the Municipality.

- 4.0 **Hold Harmless:** The Municipality agrees to indemnify, defend, and hold harmless the County, its officers, officials, agents, and employees on account of any damages or loss, including the cost of litigation or legal counsel arising out of the performance of this Agreement, and/or related to the Property or Project, which are claimed to have been caused by any error, omission, intentional or negligent act by the Municipality.
- 5.0 **Compliance with Law:** The Municipality agrees to adhere to all federal, state, and municipal laws, codes, and requirements.
- 6.0 **Prohibition Against Assignment:** The Municipality shall not assign, subcontract, or otherwise transfer this Agreement without prior written consent of the County. In the event prior written notification is received and approved by the County for the subcontracting of services by someone other than the Municipality, the Municipality agrees to accept full responsibility for the performance of all terms of this Agreement regardless of any other approved subcontracting agreements.
- 7.0 **Non-Discrimination:** The Municipality expressly agrees to comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and all other applicable Federal, State and/or Local Laws, ordinances, rules, regulations and orders prohibiting discrimination in hiring or employment opportunities. Compliance is not delegable to any union, training program or other source of recruitment which prevents the Municipality from meeting his obligations hereunder.
- 8.0 **Right-To-Know Law:** A) The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, applies to this Agreement. B) Unless the Municipality provides the County, in writing, with the name and contact information of another person, the County shall notify the Municipality using the Municipality information provided by the Municipality herein if the County needs the Municipality's assistance in any matter arising out of the Right to Know Law ("RTKL"). The Municipality shall notify the County in writing of any change in the name or the contact information within a reasonable time prior to the change. C) Upon notification from the County or the Right to Know Requestor that the County requires the Municipality's assistance in responding to a RTKL request for records in the Municipality's possession, the Municipality shall provide the County, within ten (10) calendar days after receipt of such notification, access to, and copies of, any document or information in the Municipality's possession which arises out of the Agreement that the County requests ("Requested Information") in order to comply with the RTKL. If the Municipality fails to provide the Requested Information within ten (10) calendar days after receipt of such request, the Municipality shall indemnify and hold the County harmless for any damages, penalties, detriment or harm that the County may incur as a result of the Municipality's failure, including any statutory damages assessed against the County. D) The County's determination as to whether the Requested Information is a public record is dispositive of the question as between the parties. Municipality agrees not to challenge the County's decision to deem the Requested Information a Public Record. If the Municipality considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, the Municipality will immediately notify the County, and will provide a written statement signed by a representative of the Municipality explaining why the requested material is exempt from public disclosure under the RTKL within seven (7) calendar days of receiving the request.

If, upon review of the Municipality's written statement, the County still decides to provide the Requested Information, Municipality will not challenge or in any way hold the County liable for such a decision. E) The County will not reimburse the Municipality for any costs associated with complying with this provision. F) Municipality agrees to abide by any decision to release a record to the public made by the Office of Open Records, or by the Pennsylvania Courts. The Municipality agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL. Municipality's duties relating to the RTKL are continuing duties that survive the expiration of this Agreement and shall continue as long as the Municipality has Requested Information in its possession.

- 9.0 **Severability:** The provisions of this Agreement shall be severable. Should any provision of this Agreement be deemed invalid or illegal under the laws of the Commonwealth of Pennsylvania, the validity of the remainder of the Agreement and the applicability thereof shall not be affected.
- 10.0 **Laws of the Commonwealth:** This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. The parties agree that venue and jurisdiction concerning any disputes arising out of or relating to this Agreement shall be with the Court of Common Pleas of Chester County, Pennsylvania.

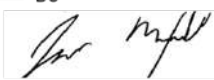
WITNESS WHEREAS, the parties hereto have caused these presents to be executed, attested, and sealed by their proper officials, pursuant to due and legal action authorizing the same to be done, the day and year first above written.

CHESTER COUNTY BOARD OF COMMISSIONERS

ATTEST: DS

Erik T. Walschburger
DS


By:

DS

Chair, Commissioner

DS

Commissioner

DS

Commissioner

(Municipal signatures are on the following page.)

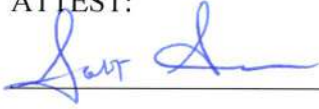
East Fallowfield Township Board of Supervisors:

Municipality

By:

Board Vice Chairman

ATTEST:



Member

Member

Member

Member

Signature and Title

Signature and Title

Summary of the East Fallowfield Township Group Health Plan

Introduction

This Summary is dated January 1, 2026.

The purpose of this Summary is to explain the provisions of the East Fallowfield Township (the "Employer") Group Health Plan (the "Plan").

The terms and conditions under which an employee may be eligible for and receive the benefits are set forth in the terms of a booklet or certificate of coverage (the "Booklets") issued by the claims administrator or insurance carrier. Copies are available upon request.

In the event of any difference between this Plan Summary and any insurance policy, service agreement, or Booklet, the terms of this Plan Summary will apply for purposes of determining eligibility and when coverage begins and ends, but the terms of the policy, service agreement, or Booklet will apply for all other provisions.

For any questions about the benefits under the Plan, please contact the Employer.

The Booklets for this plan are incorporated into this Summary by reference. These Booklets, along with any amendments or attachments, contains the following information:

- Additional procedures for enrolling in the Plan;
- A summary of benefits, though this may be provided as a separate document;
- A description of any premiums, deductibles, coinsurance or copayment amounts. The schedule of contributions, if any, to the premium payment will be provided by the Employer as a separate document;
- A description of any annual or lifetime caps or other limits on benefits;
- Whether and under what circumstances preventive services are covered;
- Whether and under what circumstances coverage is provided for medical tests, devices and procedures;
- Provisions governing the use of network providers (if any). If there is a network, the Booklets will contain a general description of the provider network and Participants will receive a list of providers in the network from the claims administrator or insurance carrier. A list of network providers can also be found on the claims administrator's or insurance carrier's website;
- Whether and under what circumstances coverage is provided for any out-of-network services;
- Any conditions or limits on the selection of primary care physicians or providers of specific specialty medical care;
- Any conditions or limits applicable to obtaining emergency medical care;
- Any services requiring preauthorization or utilization review as a condition to obtaining a benefit service;
- Provisions relating to termination of coverage;
- A summary of the claim procedures;
- Provisions describing the coordination of benefits under this Plan with the benefits provided under another similar plan in which the Participant or his/her spouse are enrolled;
- Any subrogation or reimbursement rights that prevent duplicate payments for health care; and
- Any other benefit limitations and exclusions.

Type of Benefits Available

See Attachment A for specific information about the types of benefits available under the Plan.

Eligibility for and Termination of Coverage under the Plan

Eligible Employees	All regular full-time employees of the Employer working at least forty (40) hours per week are eligible for coverage. Employees may be eligible under the terms of a severance agreement.
Eligible Retirees	None
Spouses and Dependents of Eligible Retirees	None
Waiting Period	Employees are eligible upon date of hire. Coverage will begin on the first day of the month following the first day that all eligibility requirements are met.
Open Enrollment Period	December
Plan Anniversary/Plan Year	January 1 st – December 31 st
Spousal Exclusion	None
Dependent Coverage Limits	End of the month in which turn age 26
Coverage for Domestic Partners (All Booklet provisions relating to domestic partners are applicable only if domestic partner coverage is included in this Plan).	Same Sex Domestic Partners: No Opposite Sex Domestic Partners: No
Subscriber Coverage Terminates	Coverage terminates on the last day of the month coinciding or following the last day of employment or the last day of the month coinciding with or following date that the employee is no longer eligible. In order to remain eligible for coverage under the Plan, a Participant must remain an eligible employee actively working for the Employer under the terms set forth above and in the Booklets, or in the Employer's employment policies, as applicable.

Qualified Medical Child Support Orders

An eligible dependent child may include a child for whom a Participant is required to provide coverage pursuant to a qualified medical child support order (QMCSO). A QMCSO is a court or administrative judgment, decree or order that is typically issued as part of a divorce or as part of a state child support order proceeding and that requires health plan coverage for an "alternate recipient" (meaning either a child of a participant or state or political subdivision acting on behalf of a child). The alternate recipient must be treated like any other plan participant.

Upon receipt of a child support order, the plan administrator will promptly send a written notice of receipt of the order to the participant and all alternate recipient children named in the order and their legal representatives. If the plan administrator receives a National Medical Support Notice, it must notify the state agency whether coverage for the child is available under the plan and indicate the effective date of coverage (or any steps necessary to make the coverage effective, including copies of any forms that must be completed). The plan administrator must also send a description of the coverage.

After sending the notice of receipt, the plan administrator has the ultimate authority to determine whether or not the order meets the requirements of a QMCSO. Within 40 days after receiving the order, the plan administrator will notify the participant and the alternate recipients that either the order is a valid QMCSO or that the order is not a valid QMCSO. If an order is found to be invalid, the parties may "cure" the deficiencies with a subsequent order.

Benefits for Dependents

To be eligible to enroll as a Dependent, a person must be: a) the lawful spouse of a Participant as defined by the laws of state in which the Employer is based; or b) the Participant's or Participant's lawful spouse's child(ren), including: newborn children, step-children, children legally placed for adoption, legally adopted children, handicapped individuals and children required to be covered under a Court Order.

An employee and spouse who both work for Employer Name may not enroll in both employee only coverage and also as a dependent of their spouse.

Enrollment

Eligible employees must enroll for coverage by completing an enrollment form and/or salary reduction agreement. New employees must enroll within 30 days of eligibility or they will not be permitted to enroll until an annual enrollment period that is held each year, except as otherwise provided in the "Election Change" section below.

Continued Coverage under the FMLA (if applicable) and USERRA

Notwithstanding any other provision to the contrary, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 ("FMLA") or the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), medical benefits will continue to the extent required by the provisions of these laws. Participants will be required to continue to pay their portion of the premium for continued coverage as required by the FMLA and USERRA.

Except as otherwise provided in the FMLA, participation may be terminated by the Plan Administrator when notified that the Participant does not intend to return to work after the FMLA leave or at the end of the leave if the Participant does not return to work. However, coverage may be continued to comply with the Employer's leave of absence policies or if required by the American's with Disabilities Act.

Coverage will be reinstated following a military leave as required by USERRA.

COBRA Continuation

If a Participant's medical, dental, or vision coverage (and/or the coverage of any dependent) terminates because of a life event known as a "qualifying event," then the Participant and eligible family members may have the right to purchase continued coverage for a temporary period of time. Qualifying events include termination of employment (other than for gross misconduct), reduction in hours, divorce, death, a child ceasing to meet the definition of dependent, or the Participant's or spouse's eligibility for Medicare (Part A, Part B or both).

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has received timely notification that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee or enrollment of the Participant in Medicare, the Employer must notify the COBRA Administrator of the qualifying event within 30 days after the qualifying event or the loss of coverage. For other qualifying events, such as divorce or legal separation, or the dependent child's loss of eligibility for coverage as a dependent, the Participant or dependent must notify the Plan Administrator in writing within 60 days after the later of the qualifying event or the loss of coverage. Notice must be provided as required by the initial COBRA notice which has been delivered by the Employer or the Employer's COBRA Administrator. If these procedures are not followed or if the notice is not provided within the 60-day notice period, any spouse or dependent child who loses coverage will NOT BE OFFERED THE OPTION TO ELECT CONTINUATION COVERAGE.

Once the Plan Administrator receives timely written notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage by the specified deadline, coverage will begin on the later of the date of the qualifying event or the date on which active coverage ceases.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the Participant, enrollment of the Participant in Medicare (Part A, Part B, or both), divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation lasts for up to 36 months. When the qualifying event is the end of employment or reduction in the Participant's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are three ways in which this 18-month period can be extended: (1) if the Participant or dependent covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and the Plan Administrator is notified in a timely fashion, the Participant and covered dependents can receive up to an additional 11 months of coverage for a total of 29 months. The Participant must notify the Plan Administrator within 60 days after the date of the determination, but before the end of the 18-month continuation period. (2) if any covered dependent experiences another qualifying event while receiving COBRA continuation coverage (such as death of the Participant or divorce), the spouse and dependent children can get additional months of COBRA continuation coverage, up to a maximum of 36 months. (3) If a qualifying event that is termination of employment or reduction of hours occurs within 18 months after the Participant becomes entitled to Medicare, then the maximum coverage period for the spouse and dependent children will end three years from the date the Participant became entitled to Medicare (but the Participant's maximum coverage period will be 18 months).

For additional information about COBRA continuation rights and for any questions about COBRA, please read the initial COBRA notice, a copy of which has been provided to each Participant and his/her covered spouse. Participants can contact the Plan Administrator for another copy.

Election Changes

An Employee or Participant may change his/her election during a Plan Year only if one of the following events occurs and only to the extent that the election change is consistent with the event:

- (1) the Employee/Participant experiences a Change in Status; Change in Status means (1) a change in the Employee's legal marital status, including marriage, divorce, death of spouse, legal separation or annulment; (2) change in the number of dependents, including birth, adoption, placement for adoption, and death; (3) change in employment status, including any employment status change affecting benefit eligibility of the employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, and a change in worksite (but only if the benefit eligibility is lost or gained as a result of the event); (4) a dependent satisfies or ceases to satisfy any dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and (5) residence change of employee, spouse or dependent affecting an employee's, spouse's or dependent's eligibility for coverage;
- (2) An event occurs that triggers one of the HIPAA Special Enrollment Rights including the employee or his or her Spouse or Dependent previously declining coverage and a new dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; or because he or she had coverage and eligibility for such coverage is subsequently lost because it was exhausted (COBRA) or terminated due to loss of eligibility or loss of employer contributions;
- (3) The Employee, spouse or a Dependent becomes entitled to coverage under Medicare;
- (4) the Employee, spouse or a Dependent loses coverage under a Medicaid Plan under Title XIX of the Social Security Act;
- (5) the Employee, spouse or a Dependent loses coverage under State Children's Health Insurance Program (SCHIP) under Title XXI of the Social Security Act;
- (6) the Employee, spouse, or a Dependent is determined to be eligible for group health plan premium assistance under Medicaid or SCHIP plan;
- (7) the Employee takes an FMLA leave of absence;
- (8) the Employee receives a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a Qualified Medical Child Support Order) requiring the Employee to provide coverage for a dependent or requiring another person to provide such coverage;
- (9) There is a significant change in cost (whether an increase or decrease) in one of the Component Benefits. The Employer, in its sole discretion and on a uniform and consistent basis will determine whether the cost increase or decrease is significant or insignificant;
- (10) There is a significant curtailment of coverage or an addition or significant improvement in a Component Benefits. The Employer in its sole discretion and applied on a consistent basis will determine whether there has been a significant curtailment (with or without loss of coverage) or an addition or significant improvement in a Component Benefit that entitles a Participant to make a corresponding election change. In the case of curtailment that results in a loss of coverage under any Component Benefit, the Employer may permit the Participant to withdraw from the Plan;
- (11) There is a change made under another employer plan and the other plan allows an election change or the other employer plan has a different period of coverage;

- (12) Employees may revoke or change their salary reduction elections in order to enroll in Exchange/Marketplace coverage during the Exchange/Marketplace annual open enrollment period or during an Exchange/Marketplace special enrollment period and such enrollment occurs immediately following group plan termination;
- (13) Employees may revoke or change their salary reduction elections if the employee changes from full-time status to part-time status and is reasonably expected to remain in part-time status and the employee enrolls in another plan no later than the first day of the second full month following group plan termination.

An Employee/Participant may make a new election within 30 or 60 days of the occurrence of an event described in this section, as applicable (election changes for events listed under 4, 5, and 6 must be requested within 60 days and all others 30), but only if the election is made on account of and is consistent with the event and if the election is made within the specified time period.

Plan Notices

Benefits after Childbirth (NMHPA)

The Newborns' and Mothers' Health Protection Act of 1996 requires group health plans, insurance companies, and HMO's that cover hospital stays following childbirth to provide coverage for a minimum period of time. In general, hospital coverage for the mother and newborn must be provided for a minimum of 48 hours following normal delivery, or 96 hours following a cesarean section. Group health plans may not restrict benefits for a hospital stay in connection with childbirth for the mother or newborn to less than 48 hours following delivery, and less than 96 hours following a caesarean section, unless the attending provider, after consultation with the mother, discharges the newborn earlier. A group health plan cannot require that a provider obtain authorization from the plan or third party administrator for a length of stay not in excess of these periods, but precertification may be required to reduce out-of-pocket costs or to use a certain provider or facility. Also, under federal law, issuers may not set the level of benefits or out-of-pocket costs so that any later portion of the 48-hour (or 96-hour) stay is treated in a manner less favorable to the mother or newborn than any earlier portion of the stay.

The Plan provides coverage in compliance with The Newborns' and Mothers' Health Protection Act.

Women's Health & Cancer Rights Act (WHCRA)

If the Participant or his/her spouse or dependent have had or are going to have a mastectomy, the individual may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- all stages of reconstruction of the breast on which the mastectomy was performed;
- surgery and reconstruction of the other breast to produce a symmetrical appearance;
- prostheses; and
- treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Therefore, the deductibles and coinsurances shown in the Booklet will apply.

Special Enrollment Rights

If an Employee declines enrollment for him/herself or his/her dependents (including spouse) because of other health insurance coverage, the Employee may in the future be able to enroll and enroll his/her dependents in this plan, provided that enrollment is requested within 30 days after the other coverage ends. In addition, if a Participant has a new dependent as a result of marriage, birth, adoption, or placement for adoption, the Participant may be able to enroll and enroll his/her dependents, provided that enrollment is requested within 30 days after the marriage, birth, adoption, or placement for adoption.

Additional Information

ConnectCare3

Plan participants are encouraged to utilize the services of ConnectCare3. ConnectCare3 is a free, voluntary, confidential Patient Advocacy, Nurse Navigation and Claims Management program designed to help you and your family get the best medical care. ConnectCare3 can coordinate care between multiple physicians and medical treatment facilities, plus determine the interaction with your health insurance coverage. For more information go to www.ConnectCare3.com.

Administration

The Employer is also the Plan Administrator. The Plan Administrator is charged with the administration of the Plan and has certain discretionary authority with respect to the administration of the Plan. The administrative duties of the Plan Administrator include, but are not limited to, interpreting the Plan, prescribing certain procedures, such as those for Qualified Medical Child Support Orders and COBRA notice requirements, preparing and distributing information explaining the Plan to Participants and Dependents, furnishing annual reports with respect to the administration of the Plan, keeping reports of claims and disbursements for claims under the Plan, modifying elections under the Plan, promulgating election and claim forms, and preparing and filing reports to applicable governmental agencies.

However, for benefits under the Plan that are fully insured, the insurer has the ultimate discretion and authority to determine all questions of eligibility for participation and eligibility for payment of benefits, to determine the amount and manner of the payment of benefits and to otherwise construe and interpret the terms of the policy.

Claims Procedures

Each insurance company or claims administrator will decide claims and make claim payments in accordance with its reasonable claims procedures, as required by federal and any applicable state laws. A complete description of the insurance company's or claims administrator's claims procedures can be found in the Booklet or can be obtained from the company.

Amendment and Termination of the Plan

The Employer, as Plan Sponsor, has the right to amend or terminate the Plan at any time. The insurance companies that provide benefits under the Plan may make changes to the Plan either as required by law, as requested by the Employer, or in their own discretion. However, no amendment or termination can retroactively diminish a participant's right to obtain Plan benefits.

No Contract of Employment

Nothing in this Plan shall be construed as a contract of employment between the Employer and any Employee or Participant, or as a guarantee of any Employee or Participant to be continued in the employment of the Employer, nor as a limitation on the right of the Employer to discharge any of its employees with or without cause.

Privacy and Security

The Plan will use a Participant's or Dependent's PHI, in accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), only to make required disclosures or for purposes related to treatment, Payment for healthcare, and the Healthcare Operations of the Plan or to make any other disclosures that are required by Law. However, if a Participant or Dependent requests to see the information or provides a signed authorization, the Plan may use and disclose PHI as permitted and directed by the request or the authorization.

With respect to PHI, the Employer will:

- Not use or further disclose PHI other than as permitted or required by this Plan Document or as required by law;
- Ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such PHI;
- Not use or disclose PHI for employment-related actions and decisions unless authorized by the individual that is the subject of the PHI;
- Not use or disclose PHI in connection with any other benefit or employee benefit plan of the Employer unless authorized by the individual that is the subject of the PHI;
- Make PHI available to an individual in accordance with HIPAA's access requirements;
- Make PHI available for amendment and incorporate any amendments to PHI in accordance with HIPAA;
- Make available upon request an accounting of disclosures;
- Make available to the Secretary of the Department of Health and Human Services internal practices, books and records relating to the use and disclosure of PHI received from the Plan, for purposes of determining the Plan's compliance with HIPAA;
- Provide written notice or a substitute notice (if the last known contact address is insufficient) for each individual within 60 days following discovery of any breach of Unsecured PHI. The notice will include:
 - A brief description of what happened including the date of the breach and the date of discovery, if known;
 - A description of the types of unsecured PHI that were involved in the breach;
 - Any steps the individual should take to protect him/herself from potential harm resulting from the breach;
 - A brief description of what the Employer is doing to investigate the breach in accordance with HIPAA breach notification requirements;
 - Contact procedures for individuals to ask questions or learn additional information;
- If a breach of Unsecured PHI involves more than 500 residents of a state, provide notice to local media outlets serving the state within 60 days of discovering the breach;
- If a breach of unsecured PHI involves more than 500 covered persons, provide notice to the DHHS not later than 60 days after the end of the calendar year in which the breach occurred;
- If feasible, return or destroy all PHI received from the Plan when such PHI is no longer needed for the purpose for which disclosure was made; and
- Use DHHS approved methods to secure and destroy PHI.

With respect to Electronic PHI, the Employer will, if PHI is or has been stored on the Employer's computer system:

- Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI;
- Ensure that the firewall required by the HIPAA privacy rule is supported by reasonable and appropriate security measures;
- Ensure that any agent or business associate to whom the Plan Sponsor provides electronic PHI agrees to comply with the HIPAA Security Requirements and to provide notice to the Plan of any Breach of Unsecured PHI, once the Breach is known to the agent or business associate or should reasonably have been known to the agent or business associate;
- Report to the Plan any security incident of which the Employer becomes aware; and
- Use methods to encrypt ePHI that are approved by the Department of Health and Human Services.

Only specified employees of the Employer may be given access to PHI, and they may use and disclose PHI only for plan administration functions (which includes both Payment and Health Care Operations) that the Employer performs for the Plan. If any of these persons do not comply with the HIPAA provisions of this Plan Document, the Employer will provide a mechanism for resolving issues of noncompliance, including disciplinary sanctions.

Definitions.

"Breach" means the unauthorized acquisition, access, use, or disclosure of PHI in a manner not permitted by HIPAA privacy rules that compromises the security or privacy of the PHI.

"DHHS" means the federal Department of Health and Human Services.

"Electronic PHI" is health information about a plan participant that is in an electronic format. Health information includes information about the individual's past, present, or future physical or mental condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual.

"Health Care Operations" means activities of the Plan related to its health care functions, including quality assessment, case management, care coordination, reviewing competence of health care professionals, evaluating provider performance, health plan performance, cost management, resolution of grievances, or any other related activities.

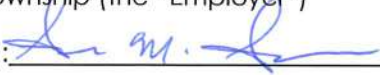
"Payment" includes all activities regarding the provision of benefits under the Plan.

"Protected Health Information" or "PHI" shall mean any individually identifiable health information in electronic, oral or written form that pertains to the past, present or future mental or physical condition of an individual. Protected Health Information is limited to the information created or received by the Covered Entity or its business associate on behalf of the Health Plans. Protected Health Information also includes information for which there is a reasonable basis to believe that it can be used to identify an individual.

"Unsecured PHI" means PHI that is not secured through the use of a technology or methodology described in regulations to the HITECH Act or otherwise approved by the Secretary of the DHHS.

This Plan is hereby effective on January 1, 2026.

East Fallowfield Township (the "Employer")

By (written name): 

Title: Township Manager

**Attachment A
East Fallowfield Township
Group Health Plan
As of January 1, 2026**

Medical

Option	Funding	Plan Type	Claims Administrator
Base Plan	Self funded	PPO	Highmark www.highmark.com

Dental

Option	Funding	Plan Type	Claims Administrator
	Insured through UCCI	PPO	UCCI www.ucci.com

Vision

Option	Funding	Plan Type	Claims Administrator
	Insured through Davis Vision		Davis Vision www.davisvision.com

Short Term Disability

Option	Funding	Plan Type	Claims Administrator
	Insured through One America		One America www.oneamerica.com

Long Term Disability

Option	Funding	Plan Type	Claims Administrator
	Insured through One America		One America www.oneamerica.com

Life

Option	Funding	Plan Type	Claims Administrator
	Insured through One America		One America www.oneamerica.com

Accidental Death & Dismemberment

Option	Funding	Plan Type	Claims Administrator
	Insured through One America		One America www.oneamerica.com

An employee's eligibility to participate in the plans listed above is dependent upon the provisions of each underlying plan.

Employer reserves the exclusive right to modify, delete from, or add to the above stated list of plans at any time and in accordance with all applicable laws.

Prepared by/Return to:

Michael G. Crotty, Esquire
Siana Law
941 Pottstown Pike, Suite 200
Chester Springs, PA 19425

U.P.I. No. 47-3-29.2

**STORMWATER BEST MANAGEMENT PRACTICES (BMPs) AND
CONVEYANCES
OPERATION AND MAINTENANCE AGREEMENT**

THIS AGREEMENT, made and entered into this _____ day of _____, _____, by and between Nathan Eitner and Kelly Eitner (hereinafter collectively the “Landowner”), and East Fallowfield Township, 2264 Strasburg Road, East Fallowfield, PA 19320 (hereinafter “Municipality”);

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property, 7 Wagner Lane, Coatesville, I PA, UPI No. 47-3-29.2, East Fallowfield Township, Chester County, by virtue of a deed of conveyance recorded in the land records of Chester County, Pennsylvania, at Deed Book 11447 and Page 1794, (hereinafter “Property”); and

WHEREAS, the Landowner is proceeding to build and develop a single-family dwelling and certain improvements on the Property, as depicted on the Stormwater Management Site Plan; and

WHEREAS, the Stormwater Best Management Practices (herein after BMP(s)) and Conveyances Operations and Maintenance Plan approved by the Municipality (hereinafter referred to as the “O&M Plan”) for the Property, which is attached hereto as Appendix A and made part hereof, provides for management of stormwater within the confines of the Property through the use of BMP(s) and conveyances; and

WHEREAS, the Municipality and the Landowner, for themselves and their administrators, executors, successors, heirs, and assigns, agree that the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of water quality require that stormwater BMP(s) and conveyances be constructed and maintained on the Property; and

WHEREAS, for the purposes of this agreement, the following definitions shall apply, noting that any other terms herein shall be as set forth in the Township's Stormwater Management Ordinance in effect as of the date of this Agreement:

BMP – “Best Management Practice” –Those activities, facilities, designs, measures, or procedures as specifically identified in the O&M Plan, as specifically identified in the Plan, used to manage stormwater impacts from land development, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of the Municipality's Stormwater Management Ordinance. Stormwater BMPs are commonly grouped into one (1) of two (2) broad categories or measures: “structural” or “nonstructural.” Nonstructural BMPs or measures refer to low impact development and conservation design practices used to minimize the contact of pollutants with stormwater runoff. These practices aim to limit the total volume of stormwater runoff and manage stormwater at its source by techniques such as protecting natural systems and incorporating existing landscape features. Nonstructural BMPs include, but are not limited to, the protection of sensitive and special value features such as wetlands and riparian areas, the preservation of open space while clustering and concentrating development, the reduction of impervious cover, and the disconnection of downspouts from storm sewers. Structural BMPs are those that consist of a constructed system that is designed and engineered to capture and treat stormwater runoff. Structural BMPs are those that consist of a physical system that is designed and engineered to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices from large-scale retention ponds and constructed wetlands to small-scale underground treatment systems, infiltration facilities, filter strips, bioretention, wet ponds, permeable paving, grassed swales, riparian buffers, sand filters, detention basins, and other manufactured devices designed to mitigate stormwater impacts. The BMPs identified in the O&M Plan are permanent appurtenances to the Property; and

Conveyance – As specifically identified in the O&M Plan, a man-made, existing or proposed facility, structure or channel used for the transportation or transmission of stormwater from one place to another, including pipes, drainage ditches, channels and swales (vegetated and other), gutters, stream channels, and like facilities or features. The conveyances identified in the O&M Plan are permanent appurtenances to the Property; and

WHEREAS, the Municipality requires, through the implementation of the O&M Plan, that stormwater management BMPs and conveyances, as required by said O&M Plan and the Municipality's Stormwater Management Ordinance, be constructed and adequately inspected, operated and maintained by the Landowner, its administrators, executors, successors in interest, heirs, and assigns, noting that the following maintenance requirements shall be applicable to the extent proposed by the Owner:

Infiltration Trenches:

- a) At least twice a year and after significant rainfall events, the Owner is obligated to inspect the infiltration trench and remove any accumulated debris, sediment and invasive vegetation;
- b) Vegetation along the surface of an infiltration trench is to be maintained in good condition, and any bare spots are to be revegetated as soon as possible;
- c) Vehicles and heavy equipment are not to be parked or driven on an infiltration trench, and care is to be taken to avoid excessive compaction by mowers;
- d) Any debris, such as leaves blocking flow from reaching an infiltration trench, is to be routinely removed.

Swales and Other Conveyances

- a) At least twice a year and after significant rainfall events, the Owner is obligated to inspect the drainage swales and other conveyances and remove any accumulated debris, sediment and invasive vegetation.
- b) Routinely inspect for and repair any bare soils or erosion gullies forming in the swales.
- c) Ensure a clear pathway exists for water to enter and exit the conveyance,
- d) Routinely inspect during or immediately after a rain-storm to confirm the even flow of water down the length of the swale and regrade to eliminate ponding if necessary.

Bioretention/Rain Garden:

- a) Any debris, such as leaves blocking flow from reaching a bioretention/rain garden, is to be routinely removed;
- b) Pruning and weeding are required as needed including removal of invasive species and other materials impacting the proper functioning of the BMP, especially when vegetation is being established for a bioretention/rain garden;
- c) Mulch cover is to be maintained in a bioretention/rain garden, re-spread and replaced as needed to prevent erosion, reduce weed growth and assist with plant survival, without restricting the infiltration of stormwater;
- d) At least twice a year, the Owner is to inspect the bioretention/rain garden for sediment buildup, ground cover and vegetative conditions and make any repairs as needed;
- e) Watering is required as needed, including during periods of extended dry weather and drought;
- f) Trees and shrubs in a bioretention/rain garden are to be inspected at least twice per year by the Landowner to evaluate their health. If they are in poor health, dead, diseased or dying, they are to be replaced.

Dry Wells:

- a) Dry wells are to be inspected by the landowner at least four (4) times a year and after significant rainfalls, and debris, trash, sediment, and any other waste material need to be removed and disposed of at suitable disposal or recycling sites and in compliance with local, state and federal waste regulations;
- b) For dry wells, gutters are to be regularly cleaned out to ensure that proper connections are maintained to facilitate the effectiveness of the dry well;
- c) The filter screen for downspouts or roof gutters which intercepts roof runoff and conveys it to the dry well must be cleaned and replaced as necessary;
- d) Dry wells that are damaged are to be fixed or replaced within two (2) weeks of being damaged; and
- e) If an intermediate sump box exists in conjunction with a dry well, it must be cleaned out at least once per year.

Rain Barrels and Cisterns:

- a) Rain barrels and cisterns are to be cleared of debris routinely, and at least every three (3) months and after significant storms to allow stormwater from gutters to enter them;
- b) Gutters that directly convey rain water to dry wells, rain barrels, and cisterns are to be routinely cleared of trash and debris, at least every three (3) months and after significant rainfall events;
- c) Rain barrels and cisterns should be routinely emptied to allow for storage of additional rain water.
- d) Overflow outlets from rain barrels and cisterns must be kept free and clear of debris; and
- e) Rain barrels and cisterns that are damaged are to be repaired or replaced within two (2) weeks of being damaged.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The foregoing recitals to this Agreement are incorporated as terms of this Agreement as if fully set forth in the body of this Agreement.
2. The Landowner shall construct the BMP(s) and conveyance(s) in accordance with the final design plans and specifications as approved by the Municipality, being the O&M Plan, pursuant to a building permit issued on **June 4, 2026**.
3. Upon completion of construction, Landowner shall submit final As-Built Plans for review and approval by the Township Engineer, pursuant to Sections 502 of the Township Stormwater Management Ordinance, if so directed by the Township Engineer.

4. The Landowner shall inspect, operate and maintain the BMP(s) and conveyance(s) as shown on the O&M Plan in good working order acceptable to the Municipality and in accordance with the specific inspection and maintenance requirements in the approved O&M Plan.

5. The Landowner hereby grants permission to the Municipality, its authorized agents and employees, to enter upon the Property from a public right-of-way or roadway, at reasonable times and upon presentation of proper identification, to inspect the BMP(s) and conveyance(s) whenever it deems necessary for compliance with this Agreement, the O&M Plan and the Municipality's Stormwater Management Ordinance. Whenever possible, the Municipality shall notify the Landowner prior to entering the Property.

6. As noted above, inspections shall be done by the Landowner as set forth above, or, in the absence of the applicable standards for the same, annually for the first 5 years and once every 3 years thereafter. Written documentation shall be created and maintained by the Landowner to document each inspection, the form of which is attached hereto as Exhibit B. The inspection report shall contain the date and time of the inspection, the individual(s) who completed the inspection, the location of the BMP, facility or structure inspected, observations on performance, and recommendations for improving performance, if applicable. Inspection reports shall be submitted to the Municipality within 30 days following completion of the inspection.

Landowners must notify the Municipality of BMP(s) and Conveyance(s) that are no longer functioning as designed and must coordinate with the Municipality to determine a schedule to repair or retrofit these systems to restore designed functionality.

7. The Landowner acknowledges that, per the Township's Stormwater Management Ordinance, it is unlawful, without written approval of the Municipality, to:

- a. Modify, remove, fill, landscape, alter or impair the effectiveness of any BMP or conveyance that is constructed as part of the approved O&M Plan;
- b. Place any structure, fill, landscaping, additional vegetation, yard waste, brush cuttings, or other waste or debris into a BMP or conveyance that would limit or alter the functioning of the BMP or conveyance;
- c. Allow the BMP or conveyance to exist in a condition which does not conform to the approved O&M Plan or this Agreement; or
- d. Dispose of, discharge, place or otherwise allow pollutants including, but not limited to, deicers, pool additives, household chemicals, and automotive fluids to directly or indirectly enter any BMP or conveyance.

8. In the event that the Landowner fails to operate and maintain the BMP(s) and conveyance(s) as shown on the O&M Plan in good working order acceptable to the Municipality, the Landowner shall be in violation of this Agreement, and the Landowner agrees that the Municipality or its representatives may, in addition to and not in derogation or diminution of any remedies available to it under the Stormwater Ordinance or other statutes, codes, rules or regulations, or this Agreement, enter upon the Property and take whatever action is deemed

necessary to maintain said BMP(s) and conveyance(s). It is expressly understood and agreed that the Municipality is under no obligation to inspect, maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality.

9. In the event that the Municipality, pursuant to this Agreement, performs work of any nature or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Municipality for all expenses (direct and indirect) incurred within thirty (30) days of delivery of an invoice from the Municipality. Failure of the Landowner to make prompt payment to the Municipality may result in enforcement proceedings, which may include the filing of a lien against the Property, which filing is expressly authorized by the Landowner. To the extent that the Municipality invokes this provision, it may require Landowner to post financial security equivalent to the future annual maintenance obligations, in form and substance equivalent to the Municipality.

10. The intent and purpose of this Agreement is to ensure the proper maintenance of the on-site BMP(s) and conveyance(s) by the Landowner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability on any party for damage alleged to result from or be caused by stormwater runoff.

11. The Landowner, for itself and its executors, administrators, assigns, heirs, and other successors in interest, hereby indemnifies and releases the Municipality's employees, its agents and designated representatives from all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against said employees, agents or representatives arising out of the construction, presence, existence, or maintenance of the BMP(s) and conveyance(s) either by the Landowner or Municipality. In the event that a claim is asserted or threatened against the Municipality, its employees, agents or designated representatives, the Municipality shall notify the Landowner, and the Landowner shall defend, at his own expense, any claim, suit, action or proceeding, or any threatened claim, suit, action or proceeding against the Municipality, or, at the request of the Municipality, pay the cost, including attorneys' fees, of defense of the same undertaken on behalf of the Municipality. If any judgment or claims against the Municipality's employees, agents or designated representatives shall be allowed, the Landowner shall pay all damages, judgments or claims and any costs and expenses incurred by the Municipality, including attorneys, regarding said damages, judgments or claims.

12. The Municipality may enforce this Agreement in accordance with its Stormwater Ordinance, at law or in equity, against the Landowner for breach of this Agreement. Remedies may include fines, penalties, damages or such equitable relief as the parties may agree upon or as may be determined by a Court of competent jurisdiction. Recovery by the Municipality shall include its reasonable attorney's fees and costs incurred in seeking relief under this Agreement.

13. Any failure or delay in enforcing any provision of this Agreement shall not constitute a waiver by the Municipality of its rights of enforcement hereunder.

14. The Landowner shall inform future buyers of the Property about the function of, operation, inspection and maintenance requirements of the BMP(s) prior to the purchase of the Property by said future buyer, and upon purchase of the Property the future buyer assumes all responsibilities as Landowner and must comply with all components of this Agreement.

15. This Agreement shall inure to the benefit of and be binding upon, the Municipality and the Landowner, as well as their heirs, administrators, executors, assigns and successors in interest.

16. This Agreement shall be recorded at the Office of the Recorder of Deeds of Chester County, Pennsylvania, and shall constitute a covenant running with the Property, in perpetuity.

WITNESS the following signatures and seals:

(SEAL)

For the Municipality:

_____, _____ [POSITION]
East Fallowfield Township

(SEAL)

For the Landowner:

(SEAL)

For the Landowner:

ATTEST:

EXHIBIT A
STORMWATER PLANS

EXHIBIT B
LANDOWNER INSPECTION REPORT FORM

**EAST FALLOWFIELD TOWNSHIP
STORMWATER BEST MANAGEMENT PRACTICES (BMPs) AND
CONVEYANCES OPERATION AND MAINTENANCE AGREEMENT**

LANDOWNER INSPECTION REPORT FORM

Owner Name: _____

Address: _____

Phone: _____

Inspector's Name and Address: _____

Inspection Schedule: _____

- ☐ Annually for the first five (5) years; and once every three (3) years thereafter; AND
- ☐ In dry weather conditions.

Inspection Date and Time: _____

Weather Conditions and Recent Rain Events: _____

BMPs/Stormwater Management Facilities Inspected: _____

Description of the Condition of the BMPs/Stormwater Management Facilities: _____

Common Conditions to Check/Inspect:

- Are any pipes associated with the facilities visibly clogged, overgrown or obstructed?
- Is there any standing water in the BMP?
- Do you experience flooding in any area of your property?
- See the standards below for BMP-specific maintenance to confirm.

Infiltration Trenches:

- a) Remove any accumulated debris, sediment and invasive vegetation;
- b) Vegetation along the surface of an infiltration trench is to be maintained in good condition, and any bare spots are to be revegetated as soon as possible;
- c) Vehicles and heavy equipment are NOT to be parked or driven on an infiltration trench. Care is to be taken to avoid excessive compaction by mowers;
- d) Any debris, such as leaves blocking flow from reaching an infiltration trench, is to be routinely removed.

Swales and Other Conveyances

- e) At least twice a year and after significant rainfall events, the Owner is obligated to inspect the drainage swales and other conveyances and remove any accumulated debris, sediment and invasive vegetation.
- f) Routinely inspect for and repair any bare soils or erosion gullies forming in the swales.
- g) Ensure a clear pathway exists for water to enter and exit the conveyance,
- h) Routinely inspect during or immediately after a rain-storm to confirm the even flow of water down the length of the swale and regrade to eliminate ponding if necessary.

Bioretention/Rain Garden:

- a) Any debris, such as leaves blocking flow from reaching a bioretention/rain garden, is to be removed;
- b) Pruning and weeding are required as needed, including removal of invasive species and other materials impacting the proper functioning of the BMP, especially when vegetation is being established for a bioretention/rain garden;
- c) Mulch cover is to be maintained in a bioretention/rain garden, re-spread and replaced as needed to prevent erosion, reduce weed growth and assist with plant survival, without restricting the infiltration of stormwater;
- d) Inspect the bioretention/rain garden for sediment buildup, ground cover and vegetative conditions and make any repairs as needed;
- e) Watering is required as needed, including during periods of extended dry weather and drought;
- f) Trees and shrubs in a bioretention/rain garden are to be inspected at least twice per year by the Landowner to evaluate their health. If they are in poor health, dead, diseased or dying, they are to be replaced.

Dry Wells:

- a) Debris, trash, sediment, and any other waste material need to be removed and disposed of at suitable disposal or recycling sites and in compliance with local, state and federal waste regulations;
- b) Gutters are to be regularly cleaned out to ensure that proper connections are maintained to facilitate the effectiveness of the dry well;

- c) The filter screen for downspouts or roof gutters which intercepts roof runoff and conveys it to the dry well must be cleaned and replaced as necessary;
- d) Dry wells that are damaged are to be fixed or replaced; and
- e) If an intermediate sump box exists in conjunction with a dry well, it must be cleaned out.

Rain Barrels and Cisterns:

- a) Rain barrels and cisterns are to be cleared of debris routinely, and at least every three (3) months and after significant storms to allow stormwater from gutters to enter them;
- b) Gutters that directly convey rain water to dry wells, rain barrels, and cisterns are to be routinely cleared of trash and debris, at least every three (3) months and after significant rainfall events;
- c) Rain barrels and cisterns should be routinely emptied to allow for storage of additional rain water.
- d) Overflow outlets from rain barrels and cisterns must be kept free and clear of debris; and
- e) Rain barrels and cisterns that are damaged are to be repaired or replaced.

By signature below, I hereby certify that: 1) I inspected the BMPs/Stormwater Management Facilities on my property; 2) to the extent required, I have conducted the above-referenced maintenance; and 3) I have no knowledge, information or belief as to any aspect of the BMPs/Stormwater Management Facilities that are not functioning as designed.

This record shall be: submitted to East Fallowfield Township within thirty (30) days; and retained for your records for at least ten (10) years.

Date:

Name

INDIVIDUAL LANDOWNER ACKNOWLEDGMENT

COMMONWEALTH OF PENNSYLVANIA :
: **§§**
COUNTY OF CHESTER :

On this _____ day of _____, A.D. _____, before me, a notary public in and for the Commonwealth of Pennsylvania, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within written instrument, and acknowledged that he/she executed the same for the purposes therein contained.

WITNESS my hand and official seal the day and year aforesaid.

Notary Public

COMMONWEALTH OF PENNSYLVANIA :
 :
 : **§§**
COUNTY OF CHESTER :

WITNESS my hand an official seal the day and year aforesaid.

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CORPORATE ACKNOWLEDGMENT

COMMONWEALTH OF PENNSYLVANIA :
: **§§**
COUNTY OF CHESTER :

On this _____ day of _____, A.D. _____, before me, a notary public in and for the Commonwealth of Pennsylvania, the undersigned officer, personally appeared _____, who acknowledged himself/herself to be the _____ of _____, INC., a Pennsylvania _____, and that he/she, as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal the day and year aforesaid.

Notary Public

SECOND CLASS TOWNSHIP CODE - COMPENSATION OF SUPERVISORS
Act of Oct. 2, 2024, P.L. 974, No. 94 **Cl. 73**
Session of 2024
No. 2024-94

HB 2288

AN ACT

Amending the act of May 1, 1933 (P.L.103, No.69), entitled "An act concerning townships of the second class; and amending, revising, consolidating and changing the law relating thereto," in township supervisors, further providing for compensation of supervisors.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Section 606(a) of the act of May 1, 1933 (P.L.103, No.69), known as The Second Class Township Code, is amended and the section is amended by adding subsections to read:

Section 606. Compensation of Supervisors.--(a) Supervisors may receive as compensation an amount established by ordinance not in excess of the following:

Township Population	Annual Maximum Compensation
not more than 4,999	[\$1,875] \$3,145
5,000 to 9,999	[\$2,500] \$4,190
10,000 to 14,999	[\$3,250] \$5,450
15,000 to 24,999	[\$4,125] \$6,915
25,000 to 34,999	[\$4,375] \$7,335
35,000 or more	[\$5,000] \$8,385

Salaries are payable monthly or quarterly for the duties imposed by this act. The population is determined by the latest official census figures, except that no township shall be required to reduce the salary of a supervisor as a result of a decrease in population. The compensation of supervisors, when employed as roadmasters, laborers, secretary, treasurer, assistant secretary, assistant treasurer or in any employe capacity not otherwise prohibited by this or any other act, shall be determined by the board of auditors, at an hourly, daily, weekly, semi-monthly or monthly basis, which shall be comparable to compensation paid in the locality for similar services. The board of supervisors may establish a mileage allowance, under the act of July 20, 1979 (P.L.156, No.51), referred to as the Uniform Mileage Fee Law, to be paid to officers and employes for the use of a personal vehicle when required and actually used for authorized township business. No supervisor may receive compensation as an employe for attending a meeting of the board of supervisors. Supervisors may continue to be compensated under prior law until such time as an ordinance is enacted under this act. Any change in salary, compensation or emoluments of the elected office becomes effective at the beginning of the next term of the supervisor. A decision by the township to pay, in whole or in part, to include supervisors not employed by the township in insurance plans, as authorized in subsection (c), shall not be

implemented with regard to any nonemployee supervisor until the beginning of the next term of that supervisor.

(a.1) Notwithstanding subsection (a), the board of supervisors may provide that a supervisor shall receive compensation on a per-meeting basis based on attendance of supervisors. Total annual compensation may not exceed the amounts specified in subsection (a). Compensation shall only be payable for duly advertised public meetings in which a supervisor participated, except compensation is not payable if a supervisor is absent from a meeting and the absence is not excused. Excused absence from a meeting shall be determined by the board of supervisors and shall include, but not be limited to, an emergency or illness of the supervisor or the supervisor's immediate family as well as family or business travel. The board of supervisors may require documentation to support an excused absence.

(a.2) If the board of supervisors determines that a supervisor shall receive compensation on a per-meeting basis under subsection (a.1), the determination must be made by ordinance.

* * *

Section 2. This act shall take effect in 60 days.

APPROVED--The 2nd day of October, A.D. 2024.

JOSH SHAPIRO

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

Ordinance No. 2026-__

**AN ORDINANCE OF THE TOWNSHIP OF EAST FALLOWFIELD, CHESTER
COUNTY, PENNSYLVANIA TO INCREASE THE ANNUAL COMPENSATION OF
THE BOARD OF SUPERVISORS TO FOUR THOUSAND ONE HUNDRED NINETY
DOLLARS (\$4,190.00), CONSISTENT WITH ACT 94 OF 2024.**

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania has enacted Act 94 of 2024, which sets forth parameters for the compensation of supervisors of townships of the second class, and;

WHEREAS, the act provides that supervisors of townships having a population of 5,000 to 9,999 may be compensated in an amount not to exceed \$4,190 per year, and;

WHEREAS, the population of East Fallowfield Township is 7,626 (2020 census).

Now, therefore it is hereby enacted and ordained as follows:

1. Each supervisor of East Fallowfield Township entering office after the effective date of this ordinance shall receive compensation as an elected township supervisor in the annual amount of \$4,190.
2. Such compensation shall be paid in quarterly installments of \$1,047.50 each.

This ordinance shall be effective on _____, 2026

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

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Attest: _____
Secretary

Al Wright

Wilson T. Lambert

Katja DiRado

Deborah Stoff

Robert Sparr

(SEAL)

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

ORDINANCE NO _____

**AN ORDINANCE OF THE TOWNSHIP OF EAST FALLOWFIELD, CHESTER
COUNTY, PENNSYLVANIA AMENDING CHAPTER 18B, MUNICIPAL SEWER
SYSTEMS SECTION 18B-102.1, CONNECTION TO PUBLIC SEWERS REQUIRED.**

Section 1. East Fallowfield Township Code, Chapter 18B, Municipal Sewer System § 18B-102.1, is hereby amended as follows:

§ Section 18B-102.1. Connection to Public Sewers Required.

1. The owner of any property accessible to and whose occupied building(s) is within 150 feet of the public sewer system may connect the property therewith, in the manner the Township sets forth in this Chapter 18B, the Township's Act 537 Plan and through any procedures set forth by applicable outside agencies. The Township may require the owner of a property whose occupied building(s) is within 150 feet of the public sewer system to connect if the owner's property has a failing on-lot system (for which corrective action is not available or undertaken, or for which the Township Sewer Engineer demonstrates is a risk to the public health, safety or welfare). In such circumstances, the Township shall provide the owner with 60 days' notice of the obligation to connect, pursuant to the provisions set forth in this Chapter, and the Second Class Township Code.

Section 2. 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 Township that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Section 3. Repealer. All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as they are inconsistent with this Ordinance.

Section 4. Effective Date. This Ordinance shall become effective immediately.

ENACTED and ORDAINED by the Board of Supervisors this ____ day of _____
20____.

DRAFT

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS**

ATTEST:

Scott Swichar, Township Manager

REGER RIZZO
DARNALL LLP
ATTORNEYS AT LAW

Christopher H. Schubert
Partner
cschubert@regerlaw.com

10 Valley Stream Parkway
Suite 201A
Malvern, PA 19355

Main: 610.429.1369
Direct: 610.235.4682
Fax: 610.429.1379

July 8, 2026

VIA OVERNIGHT MAIL

Rob McLarnon, Zoning Officer
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320

RE: Zoning Hearing Board Application- Cellco Partnership, d/b/a Verizon Wireless
Site: PHI MODENA / Central Chester County Recycling Authority Property
6 Ims Drive, Coatesville, Pennsylvania

Dear Mr. McLarnon:

This office represents Cellco Partnership, d/b/a Verizon Wireless ("Verizon Wireless"), in regard to the proposed telecommunications facility to be established at 6 Ims Drive, East Fallowfield Township, Chester County, Pennsylvania. The property is further identified as Tax Parcel No. 47-4-68.2 and is presently zoned O-I Office/Industrial (the "Property"). The Property is owned by the Central Chester County Recycling Authority and is approximately 1.07 acres in area. It is presently used for public services as a recycling facility.

Verizon Wireless recognizes the continuing need for enhanced telecommunications services in East Fallowfield Township and adjoining areas. Toward that end, Verizon Wireless seeks to use the Property for development of a tower-based wireless communications facility (the "Facility"). It has a lease with the Authority for use of the Authority's Property. Verizon Wireless is a provider of personal wireless services, licensed by the Federal Communications Commission as a commercial mobile service provider. The Facility shall consist of an antenna support structure designed as a monopole, to extend to a height of 150' above the ground to the top of the tower and a lightning rod extending four (4) feet above the top of the tower. Verizon Wireless shall install twelve (12) panel-style antennas (4 per sector), which antennas and cabling shall be completely concealed from view inside the tower. The tower along with the radio equipment needed to operate the Facility will be placed within a 50' x 50' fenced compound. The cabinets housing the radio equipment and backup batteries will be placed on a 10' x 27' concrete slab within the compound. An emergency diesel backup generator will also be located within the compound. The equipment compound will be surrounded by an 8' high fence. Access to the compound will be from the existing parking area on the Property and will be secured with a locked gate at all times. The tower will be designed to accommodate additional wireless providers.

Rob McLarnon, Zoning Officer
East Fallowfield Township
July 8, 2026
Page 2

In reference to this project, I am submitting with this cover letter an application to the East Fallowfield Township Zoning Hearing Board for appropriate relief. In support of the ZHB Application, enclosed for filing are the following documents:

1. One (1) original and eleven (11) copies of the Zoning Hearing Board Application as well as accompanying Addendum "A" setting forth in greater detail the basis for the requested relief, and Addendum "B" which is the Property Owner List within 1,000 feet of the subject property;
2. Eleven (11) copies (11" x 17") of the Site Plans prepared by Scherer Design Group, project engineers, dated June 16, 2026, last revised June 22, 2026;
3. A check in the amount of \$1,500.00 made payable to East Fallowfield Township for the application fee. Please advise if additional fees/escrows are required for the processing of the ZHB Application, and I will immediately deliver same to the Township.

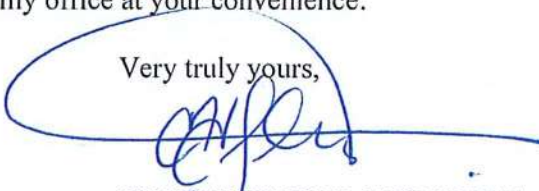
Kindly advise if this matter will be placed before any other Commission or Board prior to proceeding to the Zoning Hearing Board, as we would appreciate an opportunity to present the ZHB Application to anybody that may be rendering an opinion or recommendation.

Please note that additional documentation and testimony will be submitted in support of the ZHB Application at the time of hearing.

Also, it is my understanding that Applicant is responsible for notification to residents and posting of the Property pursuant to the Township Code. We shall take care of providing the required public notice and submitting proof thereof to the Township once we receive notification of the hearing date on the ZHB Application, if necessary.

Thank you in advance for your assistance in this matter. Should you have any concerns or questions, please feel free to contact my office at your convenience.

Very truly yours,



CHRISTOPHER H. SCHUBERT

CHS:dz
Enclosures

cc: John Carnes, Jr., Esquire, ZHB Solicitor (via email, w/encl.)
Michael Crotty, Esquire, Township Solicitor (via email, w/encl.)
Helen Espenshade, Esquire, Authority Solicitor (via email, w/encl.)
Claire DiNardo, Verizon Wireless (via email, w/encl.)



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: 6 Ims Drive, Coatesville, PA 19320

Tax Parcel #: 47-4-68.2 **Zoning District:** I-O

Name of Property Owner(s): Central Chester County Recycling Authority

Property Owner Address: 420 Doe Run Road, East Fallowfield, PA 19320

Telephone #: c/o Helen Espenshade, Esquire **Email:** hesbensshade@lambmcerlane.com
(610) 701-4412

Name of Applicant (if not owner): Cellco Partnership, d/b/a Verizon Wireless

Applicant Address: c/o Reger Rizzo & Darnall, LLP, 10 Valley Stream Parkway, Suite 201A, Malvern, PA 19355

Telephone #: (610) 283-7440 **Email:** cschubert@regerlaw.com

Interest of Applicant: lessee pursuant to lease agreement
(ex. Tenant, equitable owner under agreement of sale, etc.)

Consultant/Attorney/Representative

Name: Christopher H. Schubert, Esquire **Firm:** Reger Rizzo & Darnall, LLP

Address: 10 Valley Stream Parkway, Suite 201A, Malvern, PA 19355

Telephone #: (610) 283-7440 **Email:** cschubert@regerlaw.com



-
1. State the present use of the property which is the subject of this application: _____
See Addendum "A", attached hereto and incorporated herein

 2. State the proposed use of the property which is the subject of this application: _____
See Addendum "A", attached hereto and incorporated herein

 3. State the section(s) of the Zoning Ordinance under which the Hearing is being requested: _____
See Addendum "A", attached hereto and incorporated herein

 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: _____
See Addendum "A", attached hereto and incorporated herein

 - b. If a request for a special exception, please identify the proposed special exception, including the applicable section(s) of the Zoning Ordinance: _____
N/A

 - c. If this is an appeal from a determination of the Zoning Officer, what was the determination, and what is the error alleged?: _____
N/A

 - 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: _____
N/A



N/A 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; **See Addendum "A", attached hereto and incorporated herein**
 - b. Listing of names and addresses of adjoining property owners.
See Addendum "B", attached hereto and incorporated herein
 - 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.

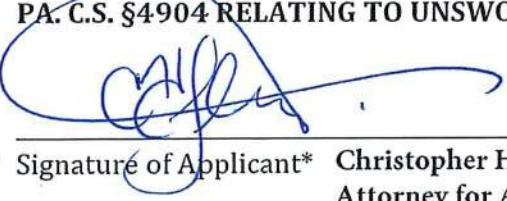
BY SIGNING THIS APPLICATION, I, THE APPLICANT, DO HEREBY VERIFY THAT I HAVE REVIEWED AND UNDERSTAND THE STATEMENTS MADE IN THIS APPLICATION AND THAT ALL SUCH STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. THESE STATEMENTS ARE BEING GIVEN BY ME TO INDUCE OFFICIAL ACTION ON THE PART OF THE EAST FALLOWFIELD TOWNSHIP ZONING HEARING BOARD, AND I UNDERSTAND

East Fallowfield Township
www.eastfallowfield.org
secretary@eastfallowfield.org



2264 Strasburg Road
East Fallowfield, PA 19320
610-384-7144 (f) 610-384-7143

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 of Applicant* **Christopher H. Schubert, Esquire**
Attorney for Applicant

Date

7/8/2026

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: _____

Received By: _____

Clock Date: _____

Total Cost: _____

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

**BEFORE THE ZONING HEARING BOARD
OF EAST FALLOWFIELD TOWNSHIP**

**IN RE: APPLICATION OF CELLCO PARTNERSHIP, d/b/a
VERIZON WIRELESS, Applicant
PHI MODENA
6 Ims Drive Coatesville, Pennsylvania**

ADDENDUM "A" TO ZONING HEARING BOARD APPLICATION

I. BACKGROUND

The subject property is owned by the Central Chester County Recycling Authority ("Authority") and is located at 6 Ims Drive, East Fallowfield Township, Chester County, Pennsylvania. The property is further identified as Tax Parcel No. 47-4-68.2 and is presently zoned O-I Office/Industrial (the "Property"). The Property is 1.07 +/- acres in area and presently use for public services as a recycling facility.

Cellco Partnership, d/b/a Verizon Wireless ("Verizon Wireless") has a lease with the Authority for use of its Property. Verizon Wireless proposes the installation of a personal wireless services facility at the Property. Verizon Wireless is a provider of personal wireless services, licensed by the Federal Communications Commission as a commercial mobile service provider. The personal wireless services facility (the "Facility") shall consist of an antenna support structure designed as a monopole, to extend to a height of 150' above the ground to the top of the tower and a lightning rod extending four (4) feet above the top of the tower. Verizon Wireless shall install twelve (12) panel-style antennas (4 per sector), which antennas and cabling shall be completely concealed from view inside the tower. The tower along with the radio equipment needed to operate the Facility will be placed within a 50' x 50' fenced compound. The cabinets housing the radio equipment and backup batteries will be placed on a 10' x 27' concrete slab within the compound. An emergency diesel backup generator will also be located within the compound. The equipment compound will be surrounded by an 8' high fence. Access to the compound will be from the existing parking area on the Property and will be secured with a locked gate at all times. The tower will be designed to accommodate additional wireless providers.

The Facility shall remedy a significant gap in wireless coverage which exists for Verizon Wireless in the Township. The Facility represents the least intrusive means of solving this significant coverage gap in Verizon Wireless's network. Verizon Wireless welcomes collocation opportunities for other licensed wireless providers. Collocation on the proposed Facility will likewise solve any coverage gaps of these other wireless providers and shall represent the least intrusive means of solving such gaps in network coverage.

Verizon Wireless understands and acknowledges that should the ZHB grant the relief requested herein, that Verizon Wireless will need to make additional application for conditional

use approval to the Board of Supervisors of East Fallowfield Township for its proposed use of the Property. At the hearing on the conditional use application, Verizon Wireless shall present additional testimony and documents to demonstrate compliance with the conditional use requirements set forth in the Section 27-1733 of the Code.

II. REQUEST FOR RELIEF

Applicant requests the following:

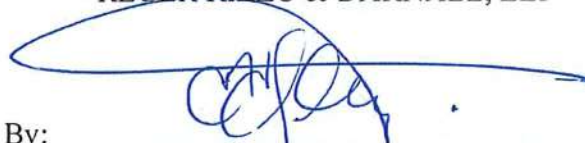
1. A dimensional setback variance from the provisions of Section 27-1733.8 of the East Fallowfield Township Code, which section establishes a minimum setback of the tower equal to the height (in linear feet) of the tower from any adjoining property line and any street right-of-way. To accommodate ongoing operations of the Authority, the tower is proposed to be placed 28 feet from the eastern property line and 44 feet to the right of way of Ims Drive, necessitating grant of a variance from the required setback of 150 feet to each.

2. Any other interpretations, waivers, variances or other relief the Zoning Hearing Board may deem necessary and appropriate.

For all of the reasons stated above, Verizon Wireless request the above-referenced relief and any other relief the Board deems necessary. Detailed Plans of the proposed Facility are submitted with the Application.

Respectfully submitted,

REGER RIZZO & DARNALL, LLP



Date: July 8, 2026

By: _____

Christopher H. Schubert, Esquire
Attorneys for Applicant Cellco Partnership,
d/b/a Verizon Wireless

ADDENDUM "B"
Property Owner List

(Within 1,000 feet of Subject Property – 6 Ims Drive, East Fallowfield, PA)
TMP No. 47-4-68.2

Parcel No.:	Property Address:	Owner:	Owner Address:
47-4-2.550t	90 Horizon Dr, Coatesville, PA 19320	Paul & Darlene Hughes	90 Horizon Dr, Coatesville, PA 19320
47-4-62	450 Doe Run Rd, Coatesville, PA 19320	A Safe Self Storage, LLC	3485 Conestoga Rd, Glenmoore, PA 19343
47-4-62.2	460 Doe Run Rd, Coatesville, PA 19320	A Safe Self Storage, LLC	3485 Conestoga Rd, Glenmoore, PA 19343
47-4-6	Doe Run Rd, East Fallowfield, PA 19320	Lee A. Jones	1113 Leboeuf Trail Rd, Titusville, PA 16354
47-4-67	446 Doe Run Rd, Coatesville, PA 19320	Ernest L. & Dora L. Yates	190 Mount Carmel Rd, Coatesville, PA 19320
47-4-67.1	430 Doe Run Rd, Coatesville, PA 19320	Frank L. Smith	1500 Delong Dr, Downingtown, PA 19335
47-4-67.1au	Doe Run Rd, East Fallowfield, PA 19320	Phila Electric Co	2301 Market St, c/o Real Estate & Facilities N3-3, Philadelphia, PA 19103-1380
47-4-67.2	85 Horizon Dr, Coatesville, PA 19320	Darlene A. Hughes	90 Horizon Dr, Coatesville, PA 19320
47-4-67.2a0	440 Doe Run Rd, Coatesville, PA 19320	Patricia Ann Gilmore	440 Doe Run Rd, Coatesville, PA 19320
47-4-68	10 Ims Dr, Coatesville, PA 19320	Allen Myers	1805 Berks Rd, Worcester, PA 19490
47-4-68.1	250 Strode Ave, Coatesville, PA 19320	Isg Plate, Inc.	C/o Arcelormittal Plate LLC, 3210 Watling St, East Chicago, IN 46312
47-4-69	Doe Run Rd, Coatesville, PA 19320	Phila Electric Co	2301 Market St, c/o Real Estate & Facilities N3-3, Philadelphia, PA 19103-1380
47-4-69u	Doe Run Rd, Coatesville, PA 19320	Phila Electric Co	2301 Market St, c/o Real Estate & Facilities N3-3, Philadelphia, PA 19103-1380
47-4-70	380 Doe Run Rd, Coatesville, PA 19320	A-n-d Properties, LLC	380 Doe Run Rd, Coatesville, PA 19320
47-4-70.10u	Doe Run Rd, East Fallowfield, PA 19320	Phila Electric Co	2301 Market St, c/o Real Estate & Facilities N3-3, Philadelphia, PA 19103-1380
47-4-91.1	Doe Run Rd, East Fallowfield, PA 19320	Joseph & Richard Diefenderfer	415 Doe Run Rd, Coatesville, PA 19320
47-4-91.3	415 Doe Run Rd, Coatesville, PA 19320	Joseph & Richard Diefenderfer	415 Doe Run Rd, Coatesville, PA 19320
47-4-599e	Doe Run Rd, Coatesville, PA 19320	East Fallowfield Township	2264 Strasburg Rd, Coatesville, PA 19320

Parks and Recreation Board of Supervisors Report

July 28. 2026

Submitted for consideration by East Fallowfield Township's Board of Supervisors, Township Manager, and Township Solicitor:

1. Please accept the nomination of **Karl Skotleski** to the Parks and Recreation Board. Karl has been attending our meetings, and his youth and experience will bring much to the table and we look forward to working with him!
2. After careful review of the availability of vendors, food trucks, bands, and participants, the Parks and Recreation Board determined with great saddened that the Freedom Fest event previously postponed June 27, 2026, is unfortunately canceled.
3. The Parks Board will use the donated raffle items over the course of future events: Touch-a-Truck (skateboards, balance bike), the Vendor and Flea Market, and Trunk or Treat.
4. The Birdhouse Competition will be re-advertised, and the judging will be held at the Flea Market and Vendor Sale on October 3, 2026. Prizes remain the same: Ribbons, \$50 and \$25 gift cards. We deemed the Pie Contest not appropriate for the remaining Park events, but we are still reviewing at the time of this report. The monies we received from the township (Gift Card- \$75, \$50, \$25) can be used to award first, second, and third place trunks at our annual Trunk or Treat event on the afternoon of October 31st.
5. Decorations purchased for the Freedom Fest are packed up and inventoried and will be available for next year's events. We used the giveaway items purchased by the Township at the last concert and will be doing so again at the August Concert in the Park. The Goody bags made for children at the Freedom Fest will be distributed at the Touch-a-Truck event.
6. No monies/checks were given to Philadelphia Living History, RMS Event Rentals, The Driveway Band, or Jets Bounce. These checks will be returned to the Treasurer.
7. The Liberty Elm and the commissioned Red, White, and Blue bench were dedicated before the July Concert by Representative Christine Sappey. Karl Skotleski of the 9th PA Lyght Company fired his musket in celebration of the event. Many thanks to Scott Swichar, Kat DiRado, Deborah Stoff, Karl Skotleski, Amy Burke, John Nielsen, and our dedicated Road Crew for their support and assistance towards our America 250 project.
8. The Time Capsule will continued to be advertised for items collected throughout the rest of 2026. We collected entries at the last concert and will seek others at future events as well. We hope to bury the capsule this fall.
9. Pond remediation: Thank you to Scott Swichar for his speedy response to the recent Pond Issues. We did not have a meeting to speak about this with my fellow Board members, but I am going on record stating that the solutions that were proposed by

Schwartz and Solitude Pond Companies are appropriate and necessary. This is a beginning and John Nielsen, Brian Carling, Wes Stanczyk, and me will continue to look at long term maintenance, bank improvements, and introducing new pond-loving plant life around and in the pond to improve pond health..

10. After speaking to the Road Crew, the Parks and Recreation Board recommend installing a **shed/outbuilding** in the Park to house items that are needed at EVERY event: Table, 2-3 chairs, signboards, chalk, Park Tent and table, parking signs, cones, and any other items that we ask the Road Crew to bring to every event. Additionally, some of the Road Crew recommended having orange cones purchased solely for use at Park events. They can be stored in an outbuilding. Keys would be made available to the Road Crew and to The Park Chair for ease of set up at every event. I have reached out to the Road Crew for suggestions on what type of outbuilding would help suit their needs as well. Depending on placement, existing security cameras may cover the building.
11. We are currently investigating new **kiosks** for the Park. We recommend purchasing two new ones: one for placement at or near the Pavillion or Bathrooms, and one for near the new proposed playground/pickleball courts on the other side of the Park when constructed. I have been maintaining the 2 kiosks for 5 years, The one in the grassy field is in bad shape. The one in the parking lot is not in a convenient location for Township News. Both kiosks need new plexiglass and cork. While they are rustic and natural-looking, they are not being utilized as they could be and need repairs.
12. The Parks and Recreation Board is recommending that a new **10 x 20 tent** be purchased for Park events. Having a larger tent or two would make rain or shine events possible. Tent rental was not cheap, and the tents would pay for themselves in just one rainy event. I will be presenting some options to Mr, Swichar and the Board soon.
13. Our next event is Touch-a-Truck on September 12. We are actively lining up vehicles, food, trucks, and activities for the children, including the activities that we had planned for the Freedom Fest.

Apologies for the lengthy report, but I wanted to keep everyone updated.

Respectfully submitted,

Teri Dickinson

Parks and Recreation Chairperson

July 23, 2026



East Fallowfield Township Board and Commission Application

Name: KARL E. SKOTLESKI JR Telephone: [REDACTED]

Address: 923 HATTERAS RD, COATESVILLE, PA, 19320 Date: 7/17/2026

Email Address: [REDACTED] @ _____

Years as a Township Resident: 2 Occupation: TECHNICAL ART

Background/Interests: _____

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

☒ Park and Recreation Commission

☒ Historic Commission

☐ Planning Commission

☐ Environmental Advisory Committee (EAC)

☐ Zoning Hearing Board

☐ Municipal Building Committee

☐ Agricultural Security Commission

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

☒ Yes ☐ No ☐ Seasonally - from _____ to _____

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

Concerns for the Township, if any:



East Fallowfield Township
2264 Strasburg Road
East Fallowfield PA 19320
610-384-7144
secretary@eastfallowfield.org

APPLICATION FOR USE OF EAST FALLOWFIELD TOWNSHIP PARK & RECREATIONAL FACILITIES

RESERVATION/USAGE FEES: \$250 per day Security Deposit (separate check/refundable) \$100
per day Usage Fee (separate check/non-refundable)

DATE: 7/21/26 APPLICANT NAME: George Warrington Anthony IV

ORGANIZATION: George, Yoga, & Life

PERMANENT ADDRESS: 306 Glenrose Rd, Coatesville, PA 19320

CONTACT PERSON: George Anthony MOBILE PHONE: [REDACTED]

EMAIL: [REDACTED]

FACILITY REQUESTED: [] Pavilion [☒] **Park/field (just a small grassy area above the playground
but can also move to other spots based on other activities if necessary)**

RENTAL DATE(S) & TIME(S): **Approx. Mon - Thu 8:00 - 9:15am & 6:00 - 7:15pm, two in the
morning, two in the afternoon... maybe some weekends**, times slightly adjusting as season
changes and finishing in the autumn when it gets too cold for most.

OF ATTENDEES: **anticipating 4 - 12**

DESCRIBE USAGE: attendants will meet at the top of the park in the grassy area near the play
ground. They will bring some large sheets and yoga mats. I did classes there 2021/22 and it was
very nice, no issues. The only thing to work around would be grass cutting schedule. I teach safe
and accessible posture, breath exercises, and movements, and sometimes for a few minutes Om

or mantra chanting if they are interested. I have nearly 20 years of experience teaching with overwhelmingly positive reviews and 0 serious issues or injuries.

APPLICANT SHALL PROVIDE A PLAN TO DEPICT THE LAYOUT FOR THE PROPOSED USE. **PLEASE ATTACH YOUR PLAN TO THIS APPLICATION.** Each attendant needs approx 6x6 ft space. Usually there will be one or two rows of participants and myself facing them.

LIABILITY INSURANCE IS MANDATORY FOR ALL PUBLIC EVENTS, LISTING THE EAST FALLOWFIELD TOWNSHIP AS AN ADDITIONAL INSURED. **PLEASE PROVIDE A COPY WITH THIS APPLICATION.**

Insurance Carrier Name: Insurance Canopy - Accelerant National Insurance Company

Insurance Canopy Policy Number: *N0221GL00000200*

Amount of Coverage:

General and Professional Aggregate Limit (Other than ProductsCompleted Operations) \$3,000,000

Products-Completed Operations Aggregate Limit \$3,000,000

Personal and Advertising Injury Limit INCLUDED

General and Professional Each Occurrence Limit \$2,000,000

Damage to Premises Rented to You Limit \$300,000 Any One Premises

Medical Expense Limit \$5,000 Any One Person

Rules of Conduct

The following rules of conduct shall apply to the public's use of the East Fallowfield Township ("the Township") Parks:

- a. For events involving more than 50 participants, Fire, Police, or other Township approved traffic controls must be put in place to direct traffic and parking for the event.
- b. Any problems associated with the reservation of the park facilities must be reported to the Township within twenty-four (24) hours of the conclusion of the activity.

- c. No storage of materials is permitted on site, except as specifically approved by the Township.
- d. You are responsible for ensuring the appropriate supervision of all participants in the event and spectators. No children under the age of thirteen (13) shall be permitted without direct adult supervision.
- e. You will be responsible for any damage or loss to the Township facilities as a result of the reserved use/rental (including by any participants and spectators of the event). The security deposit shall be applied against any costs that the Township is required to incur in addressing any damage to the Township facilities as a result of the rental. All remaining portions of the security deposit, if any, will be returned to the applicant by the Township within thirty (30) days after the conclusion of the rental.
- f. No use of alcohol, tobacco, controlled substances or illegal drugs is permitted.
- g. Use of threatening, abusive, profane or obscene language is prohibited.
- h. Disposal of waste: All waste and garbage shall be disposed of in receptacles designated for that purpose. Applicant shall conduct a thorough cleaning of the site after the event in order to remove all trash and dog waste generated from the rental. To the extent that the Township is required to do so, Applicant shall be responsible for reimbursement of all costs to do so.
- i. Hours: The parks shall be open daily, from sunrise to sunset. Use of the Parks is not permitted outside of such hours of operation, except as specially permitted by the Township or for Township-sponsored events.
- j. Parking: Parking is only permitted in designated parking spaces. All illegally parked vehicles are subject to being towed at the owner's expense.
- k. Representations: No statements, positions or actions of the group shall be construed as a statement, position or action of the Township. Any notices or flyers issued by a group that advertises a meeting at the Township park are subject to the prior approval of the Township, *inter alia*, in order to ensure that the application complies with this provision.
- l. Pre-event Inspection: At least 72 hours before the event, Applicant shall inspect the site with the Township, for Applicant to confirm that the site and its condition is suitable for the purposes for which the rental is sought. The Township makes no warranty of the suitability of the park facility for the intended use.
- m. Applicant shall require that all participants in the event sign a waiver and release, releasing the Township, its officials, employees, and representatives, from any and all injury to them resulting from the rental and Township Park facilities. Applicant shall provide the Township with a copy of such form in advance of the rental.

Cancellation: The Township reserves the right at any time to prohibit, cancel, rescind or limit the use of the Township facilities, regardless of prior approval for use, when necessitated by environmental conditions, Township staffing needs, inclement weather, past or present noncompliance with the instant Ordinance and regulations, and public safety considerations.

The Township shall endeavor to provide approved applicants with a minimum of forty-eight (48) hours' prior notice before cancelling an approved event at the parks.

Release: Applicant hereby releases the Township, its employees, officials, consultants and representatives from any claims or liability associated with the rental. Applicant further agrees to defend and indemnify the Township, its employees, officials, consultants and representatives from any claims brought by third parties associated with the rental.

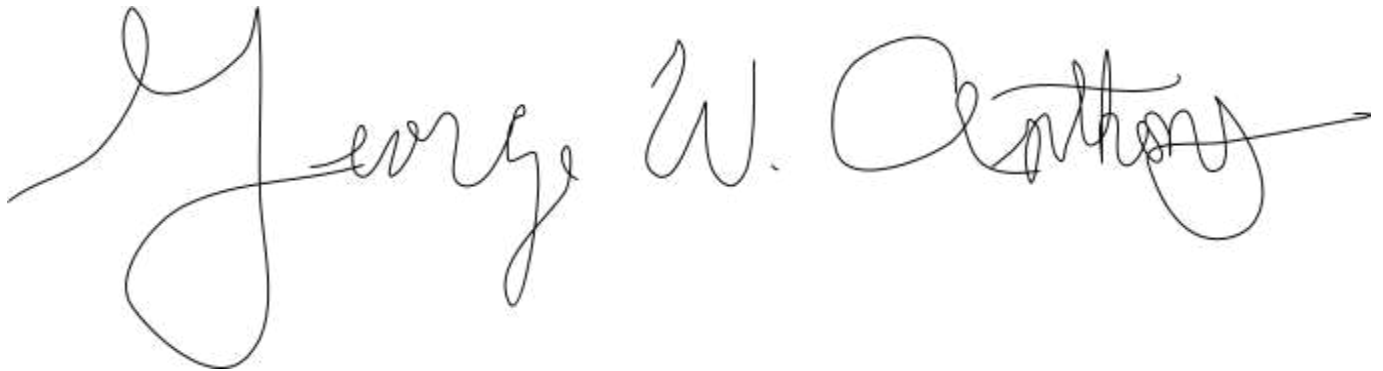
Applicant verifies that the facts set forth in this document are true and correct to the best of their knowledge, information, and belief, and are verified subject to the penalties for unsworn falsification to authorities under 18 Pa.C.S. § 4904.

BY SIGNATURE OF THE INSTANT APPLICATION, I agree that:

- I will be responsible for complying with all of the Rules of Conduct set forth above and all provisions of the Township Park Use Policy;
- I will be in attendance at the event;
- The Township facilities are suitable for my event; and
- I have the authorization of my organization to enter into this agreement.

NAME (PRINT) George Warrington Anthony IV _____

SIGNATURE ____

A handwritten signature in cursive script that reads "George W. Anthony". The signature is written in dark ink on a white background.

DATE 7/21/26

APPROVAL GRANTED _____ **DATE** _____ Subject to the following conditions (if any)

—

APPLICATION REJECTED_____ **DATE**_____ **REASON**_____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Canopy Conover, NC, 28613	CONTACT NAME: Insurance Canopy PHONE (A/C, No, Ext): (844) 520-6993 FAX (A/C, No): E-MAIL ADDRESS: info@insurancecanopy.com	
INSURED George Anthony 306 Glenrose Road Coatesville, PA, 19320	INSURER(S) AFFORDING COVERAGE INSURER A: Accelerant National Insurance Company	NAIC # 10220

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURE BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE PO INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR ☒ PROFESSIONAL LIABILITY (CLAIMS-MADE FORM) GENL AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC	☒	☐	N0221GL00000200-CPTNT280290	07/23/2026	07/23/2027	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$INCLUDED GENERAL AGGREGATE \$3,000,000 PRODUCTS COMP/OP AGG \$3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	☐	☐				
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	☐	☐				EACH OCCURRENCE 0 AGGREGATE 0 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A ☐				☐ WC STATUTORY LIMITS \$ ☐ OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE EA EMPLOYEE \$ E.L. DISEASE POLICY LIMIT \$
A	PROFESSIONAL LIABILITY	☒	☐	N0221GL00000200-CPTNT280290	07/23/2026	07/23/2027	EACH OCCURRENCE \$2,000,000 AGGREGATE \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space required)
It is understood and agreed that the Certificate Holder is named as Additional Insured per attached CG 20 26 (Ed. 04 13) - Additional Insured - Designated Person or Organization subject to all policy terms, conditions, and exclusions.

CERTIFICATE HOLDER East Fallowfield Township 2264 Strasburg Road Coatesville, PA, 19320	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART**Schedule****State Or Governmental Agency Or Subdivision Or Political Subdivision:**

East Fallowfield Township

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

a. The insurance afforded to such additional insured only applies to the extent permitted by law; and

b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Scott Swichar

From: Giuntini, Guido [REDACTED]
Sent: Tuesday, July 7, 2026 7:11 AM
To: Scott Swichar
Cc: Sue Sereditch
Subject: PC Meeting 7/6 Report

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

Hi Scott,

Good meeting yesterday. This can be considered as the PC report.

Deloin Scotton and TJ Berlin have been voted 4-0 for recommendation to the BOS that they join the Planning Commission.

Data Centers Ordinance. We recognize the urgency. There are 2 components to the issue:

1. Zoning. Decide which zone should data centers be included in. We believe that either the O-I or M-U would be the more appropriate, although we have questions, specifically, how near residential areas they are. It is our understanding that without that specific inclusion, any area can potentially become a data center site.

As a commission, we would like to schedule a field trip with the township engineer to visit the two areas, so we can recommend the best. Can you set up a time/date with the engineer? Perhaps late afternoon, since people work, might be the best.

2. The ordinance. We had questions and comments that we gave to James. Since the EAC is meeting soon regarding it, we were thinking of having a joint meeting afterwards to move forward. There are questions regarding noise measurements, vibration, water usage and contamination, release of pollutants, and energy use. Regarding energy costs, since the grid is multi-state, I am not sure how much can be done to prevent excessive use and have them pay for extra energy use. It seems that the WB draft only requires estimates and efforts to use renewables.

Please let me know if you have any questions.

Thanks,
Guido

Guido Giuntini, MS

Adjunct, Department of Economics and Finance
West Chester University
[REDACTED]

Scott Swichar

From: [REDACTED]
Sent: Tuesday, June 30, 2026 10:47 AM
To: Scott Swichar
Subject: Re: Letter of Interest and Application
Attachments: TJBerlin 5.28.pdf

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

Dear Members of the East Fallowfield Township Board of Supervisors,

I am writing to express my interest in serving on the East Fallowfield Township Planning Commission. As a resident of East Fallowfield Township with a professional background spanning engineering, business leadership, and strategic planning, I would welcome the opportunity to contribute my experience toward the thoughtful growth and long-term success of our community.

Throughout my career, I have led multidisciplinary teams, managed complex product development initiatives, and helped organizations make strategic decisions that balanced long-term vision with practical execution. My background includes architectural engineering, executive business leadership, product management, and organizational strategy, providing me with a unique perspective on land use, infrastructure, development, and community planning.

Professionally, I have been responsible for evaluating opportunities, managing significant business investments, building consensus among diverse stakeholders, and making decisions that considered both immediate needs and long-term sustainability. These experiences have strengthened my ability to analyze complex issues, ask thoughtful questions, and work collaboratively to achieve well-balanced outcomes.

My education in Architectural Engineering first sparked my interest in how communities are planned and developed. Combined with my business experience leading strategic initiatives across manufacturing, technology, and industrial automation industries, I believe I can offer both technical insight and practical decision-making to the Planning Commission.

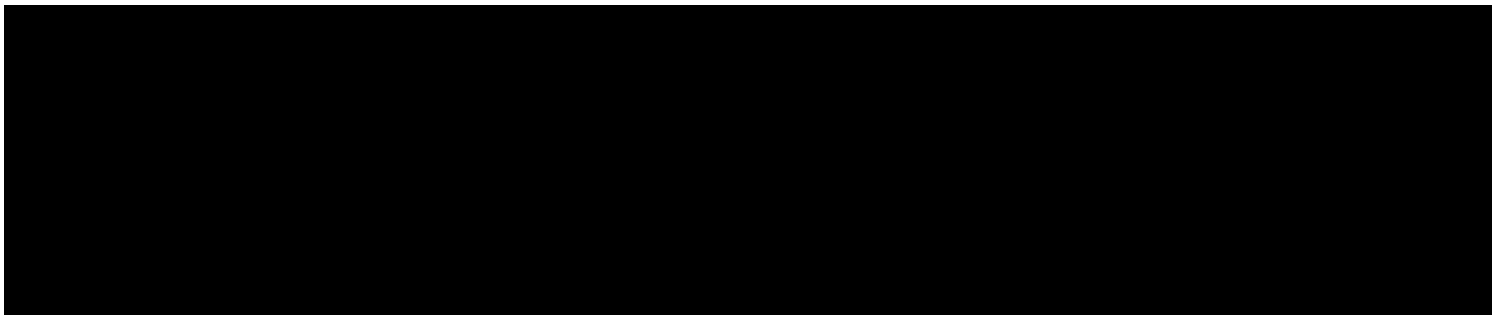
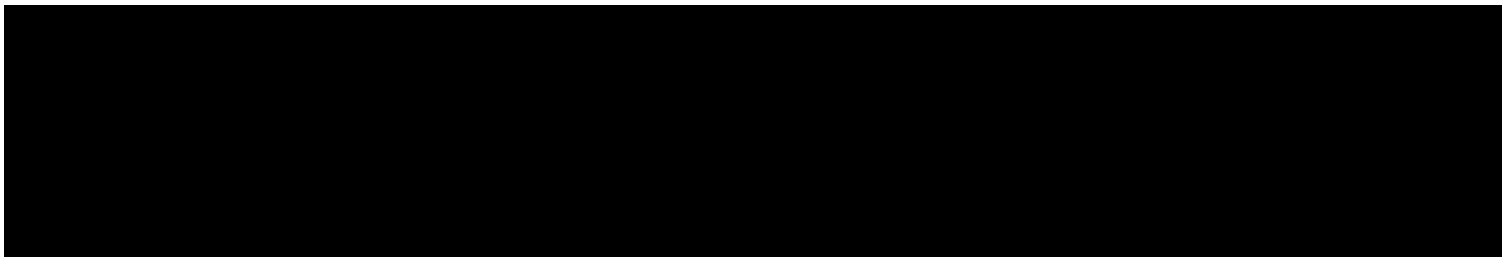
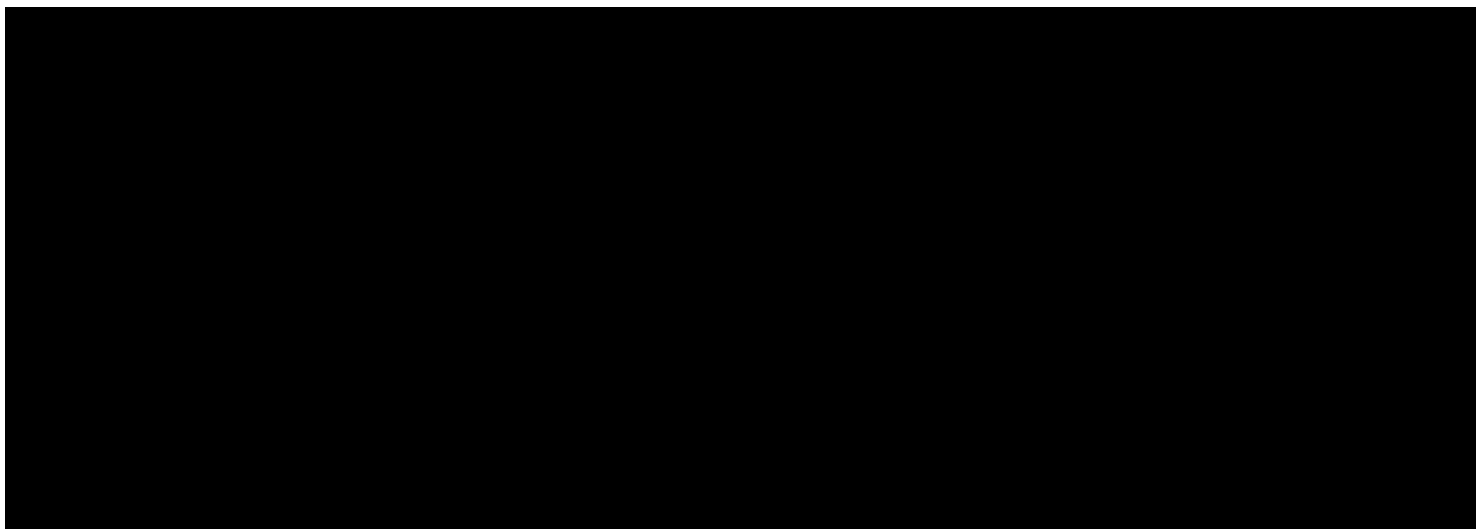
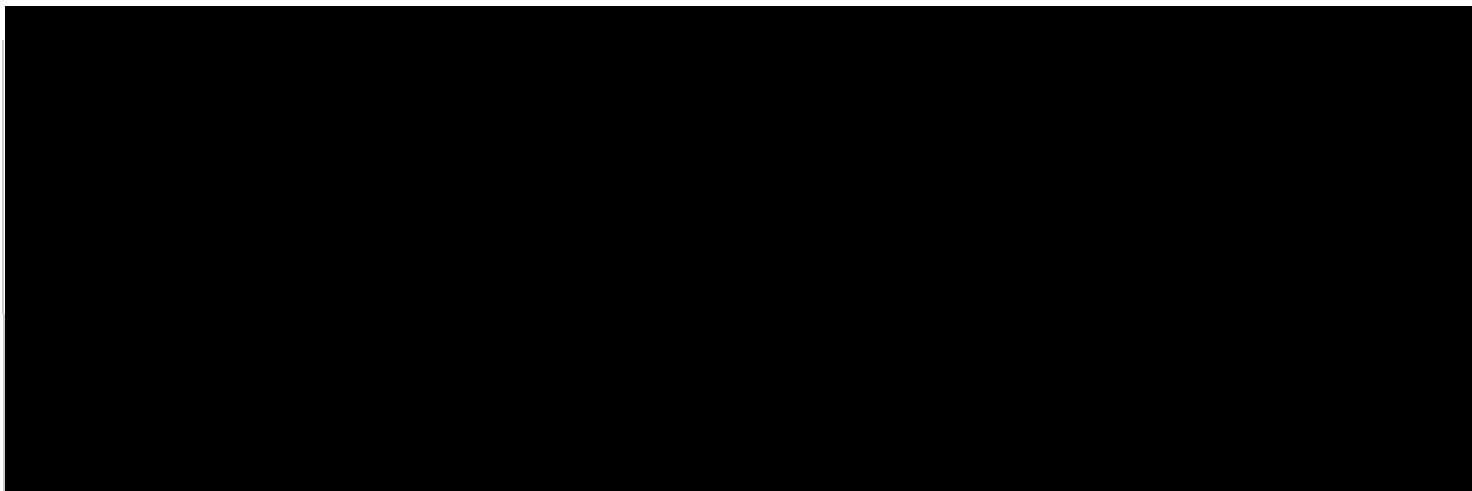
I am particularly interested in helping East Fallowfield Township preserve its rural character while supporting responsible growth that enhances quality of life for current and future residents. I believe successful planning requires balancing property rights, infrastructure capacity, environmental stewardship, fiscal responsibility, and the long-term vision established by the Township's Comprehensive Plan.

Most importantly, I view public service as an opportunity to give back to the community I call home. I would be honored to contribute my professional experience, analytical approach, and collaborative leadership style in support of the Township and its residents.

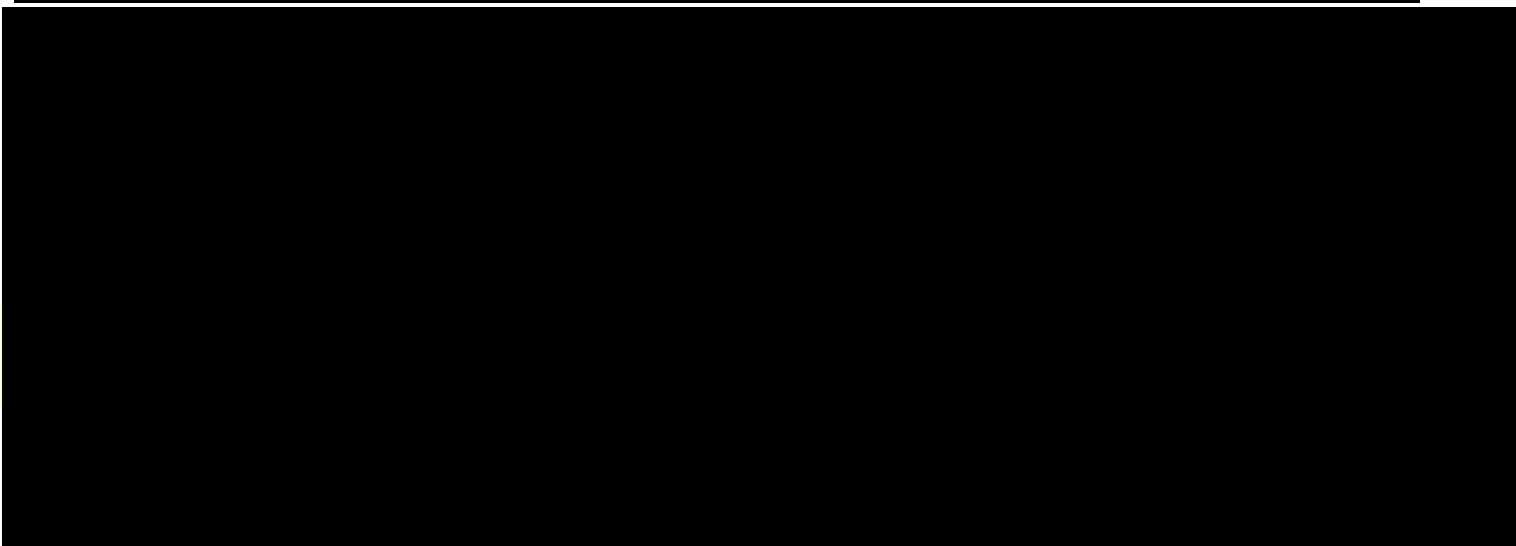
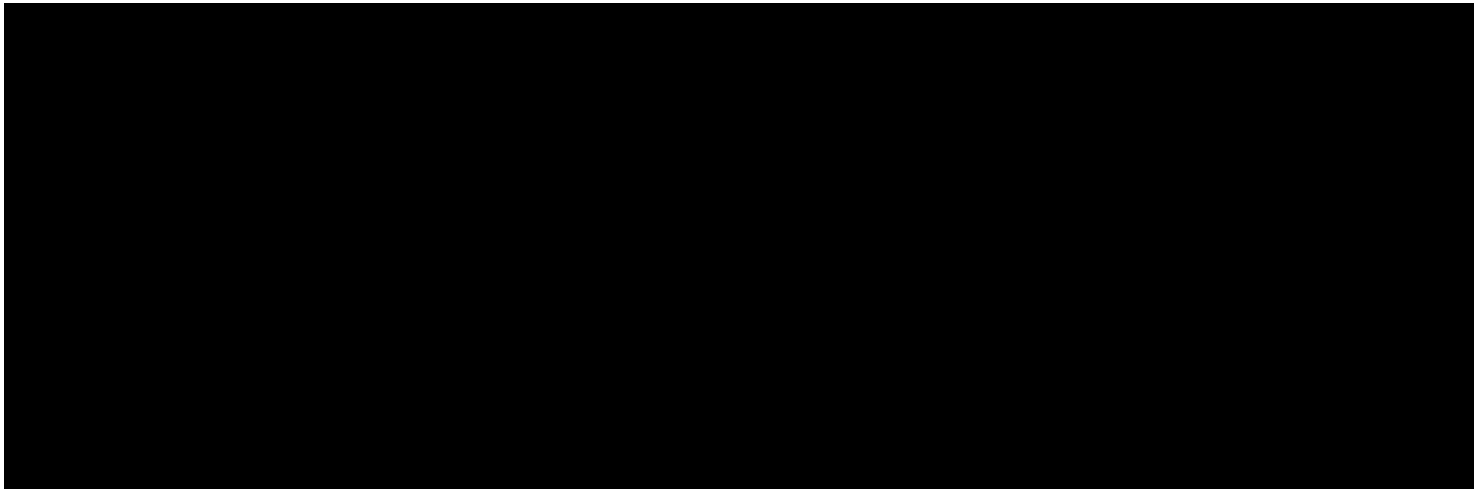
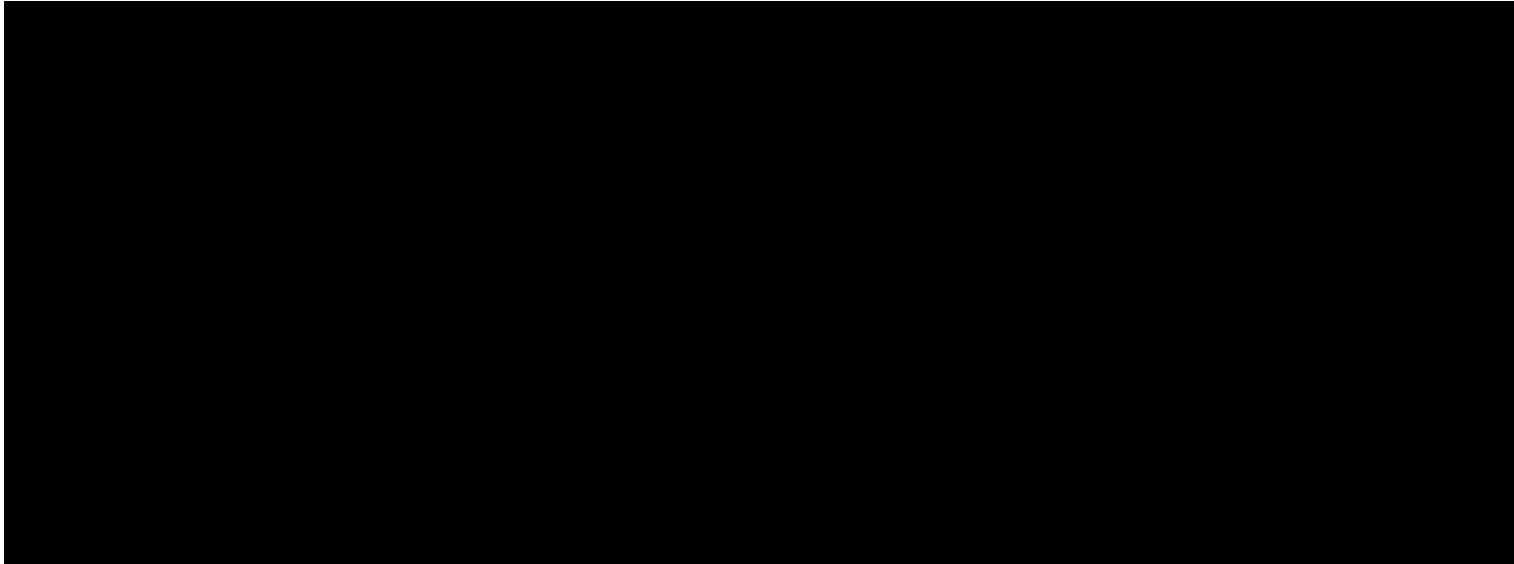
Thank you for your time and consideration. I would welcome the opportunity to discuss how my background and experience could benefit the East Fallowfield Township Planning Commission.

Respectfully,

TJ Berlin



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



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

DELOIN L. SCOTTON

OBJECTIVE:

To obtain a challenging position within the Manufacturing/Refining Industry or a related field that would best utilize 35+ years of expertise in production services within an organization that also provides opportunity for upward mobility and upper management development.

PROFILE:

- Proven ability to access problems, analyze situations, and implement strategies that will improve the overall services to clients and constituents.
- Dedicated individual, strongly committed to working with colleagues toward the achievement of collaborative and corporate goals.
- Detail-oriented, able to effectively handle multiple tasks and meet programmatic deadlines.
- Strong people skills, knowledge of the computer, very industrious.

EXPERIENCE:

2013 - Present **MONROE ENERGY, LLC** **Trainer, PA**

POSITION: Unit Operator/Emergency Response

Unit Operator (operated the following units: Desulfurization Unit, Alkylate Unit, FCC Unit, Sulfur Unit)

Crew Member of the Emergency Response Team

2006 - 2013 **MERIT MEDICAL** **Malvern, PA**

POSITION: Warehouse Supervisor

Coordinates daily floor operations, manages inventory, ensures accurate order fulfillment, and leads the warehouse staff

1999 - 2006 **FOAMEX INTERNATIONAL** **Essington, PA**

POSITION: Shipping Supervisor

Manages the Driver Handlers (7 person crew) and Shipping Clerk by providing first hand direction to the work force.

Responsibilities include managing large equipment such as the yard truck, grab truck and forklifts that load trucks for outgoing shipments and incoming materials and supplies

Schedules personnel, receives loading list from Shipping Clerk and determines which materials are to be loaded each day

Warehouse management (space logistics, upkeep, location assignments, products location, use) inventory control (tracking of inventory, monthly reports, spot checks)

Manages payroll for personnel weekly

Contacts the specified trucking carrier to schedule pickup and delivery of material to be shipped.

1996 -1999

POSITION: Production Supervisor

Managed a shift crew in manufacturing polyurethane products

Kept daily reports of production and inventory

Managed payroll for employees

1994 -1996

POSITION: Chemical Handler

Filled and maintained resin storage tanks

Downloaded truck wagons into storage tanks
Replaced 55gallon drums when empty
Operated cut-off saw, log machine and trimmer machine

1992 – 1994 NICHOLS BROS. STONEWORKS Holmes, PA

POSITION: Stoneworker

■

1987-1992 UNITED STATES ARMY Fairbanks, AK

POSITION: Specialist First Class Promotable

Wheel Vehicle Repairer

Duties were to correct, at the support maintenance level, previously diagnosed malfunctions of end items, assemblies, subassemblies, and components.

Developed Excellence In Sales training course.

EDUCATION:

1986

**CLEVELAND HIGH SCHOOL College
Preparatory Cleveland, TN**

1994

DELAWARE COUNTY COMMUNITY COLLEGE Media, PA

2009

UNIVERSITY OF PHOENIX

Phoenix, AZ

Associates Degree in Business Administration

AWARDS/CERTIFICATES:

JD Edwards (Trained)

DOT Hazardous Materials Training Oct 10, 2002

Analytic Trouble Shooting Workshop May 14, 1997

Auditing OF Quality Systems June 24, 1998

Rockwell Automation Datamyte (Quantum QA) April 7, 1998

Front-Line Supervisory Skills

MHS Trainer Certified 9-28-99

DCCC Fall 1996 – Spring 1999

OTHER SKILLS/JOBS:

On behalf of the United Fellowship Church of God of Prophecy: Associate Pastor, Minister of Music, Musician (piano), Youth Ministries Director.

Previous Employment: Circuit City, Crawford Auto Repair; Goody's Clothing; Lonestar Restaurant; Cooks Supermarket

REFERENCES:

AVAILABLE UPON REQUEST

TJ BERLIN

Malvern, PA |

INNOVATIVE GLOBAL PRODUCT MANAGER

Strategic Visionary • Partnership Development Expert • Sales Team Leadership
Established New Division • Leads Product Team • Develops Sales Professionals

EXPERIENCE

ifm, Malvern, PA

2016 +

Product and Sales Management

- Leads a dynamic product management team to enhance cooperation between US and international management while spearheading innovative new market product development.
- Manages wireless communication technologies and industrial communication solutions for optimal performance.
- Develops high-performing sales professionals focused on industry growth and new business.
- Established a new AI algorithms and traceability sales division at ifm to drive innovation.
- Cultivates partnerships with suppliers, solidifying our presence in key industries.
- Directed the creation of a global sales and technology division as a member of the Leadership Circle
- Selected Accomplishments:
 - Long-term business development of Industrial Networking and Traceability Solutions
 - Founded ifm traceability technology division in North America
 - Guides the creation of new hardware and software platform solutions for the global market
 - Increased responsible product platform US sales by over 100% (\$20M-\$40M) in 12 months
 - Optimizes SEO/SEA, direct marketing campaigns, and directed new product development
 - Develops and guided a cooperative, international, development and UX design team
 - Deploys local/international testing and customer acceptance resources
 - Cooperative development and international launch of Deep Learning AI algorithms
 - UX design and system development ToF 3D vision system algorithms
 - International cooperation and direction on new product development
 - UX design and system hardware development of RFID, traceability systems, and industrial networks

Specialty Adhesives and Coatings, St. Marys, GA

2014 - 2016

Regional Sales Manager

- Quickly grew sales territory from \$0 to over \$4M through direct customer and key account development
- Developed and expanded OEM system solutions for chemical dilution, mixing, and specialized applications

Line -Text, San Diego, CA

2011 - 2014

Regional Sales Manager

- Developed NA marketing and sales strategies for chemical formulation equipment
- Project and installation team management of chemical system deployments nationally

EDUCATION

West Chester University, West Chester, PA

2009 - 2011

Major in Psychology, Minor in Engineering

University of Wyoming, Laramie WY

2007 - 2009

Architectural Engineering, Civil Engineering

SELECTED SKILLS

Selected Technology SkillsAcquired:

AutoCAD, Salesforce, Marketing Cloud, PowerBI, CodeSYS, Industrial Networking, IT, Chemical Formulation, ISO, Lean Manufacturing, Electrical Engineering, Mechanical Engineering, Architectural Engineering, SEO, SEA, Direct Marketing, System Solution Design, Software Platform Design, UX Design, AI, Machine Perception, ToF Perception, Traceability Solutions, Robotics, Industrial Communication, Industry 4.0, Cloud Connectivity, Telematics, Radiometry, Radio Frequency Identification (RFID), Product Management, Leadership, Development, Logistics

Skills as a Player of the Infinite Game:

Strategic Product Leadership • Global Market Penetration • AI-Driven Product Innovation • Cross-Cultural Team Management • Sales Team Development • AI Algorithms Implementation • Supplier Partnership Development • Global Division Leadership • Territorial Sales Growth • OEM Solutions Expansion • North American Market Strategy • Chemical Equipment Marketing • Project Team Leadership • Nationwide System Installation • OEM Equipment Deployment • Performance Optimization • Innovative Sales Tactics • Revenue Growth Management • Strategic Business Development • Technology Solution Sales • Market Expansion Techniques • Cross-Functional Team Leadership • Product Development Excellence



Year to Date Stats

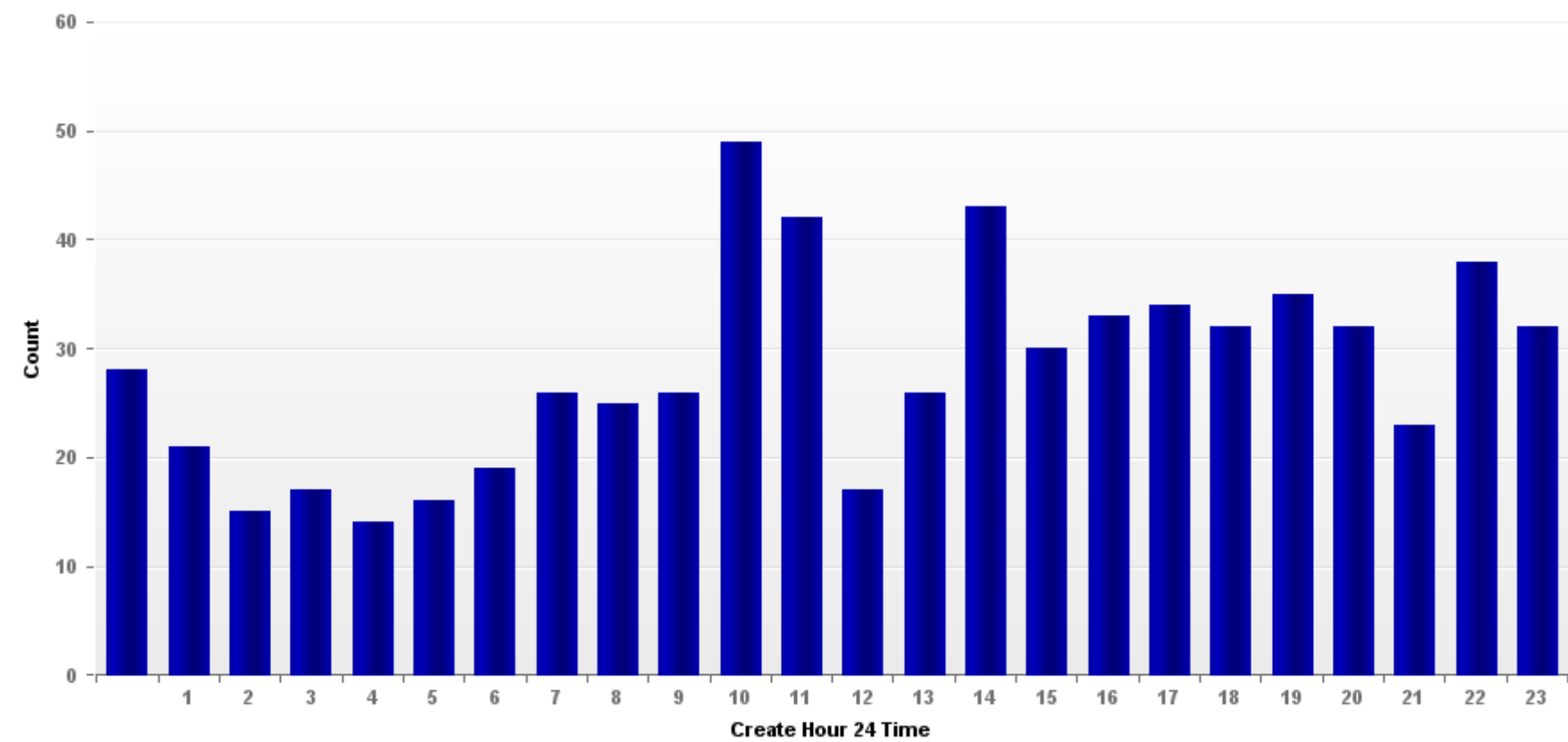
Month	Count
JANUARY	604
FEBRUARY	563
MARCH	633
APRIL	606
MAY	640
JUNE	673
JULY	3
Year to Date Total:	3,722

TOP Event SubType to Date	Count to Date
PATROL CHECK - OUTSIDE AREAS	1,492
BUSINESS CHECK	517
TRAFFIC STOP	345
REPORT	191
PHONE ASSIGNMENT	105
MISCELLANEOUS POLICE NATURE	76
TRAFFIC-GENERAL/HAZARDS (PD)	71
ANIMAL COMPLAINT	66
SCHOOL CHECK	66
RESPIRATORY DIFFICULTY - ALS	56
FALL / LIFT ASSIST - BLS	53
FOR POLICE DEPT.INFORMATION	52



Monthly Event Count by Hour of the Day

Date Range:	JUNE
Total Events:	673



Chester County Department of Emergency Services

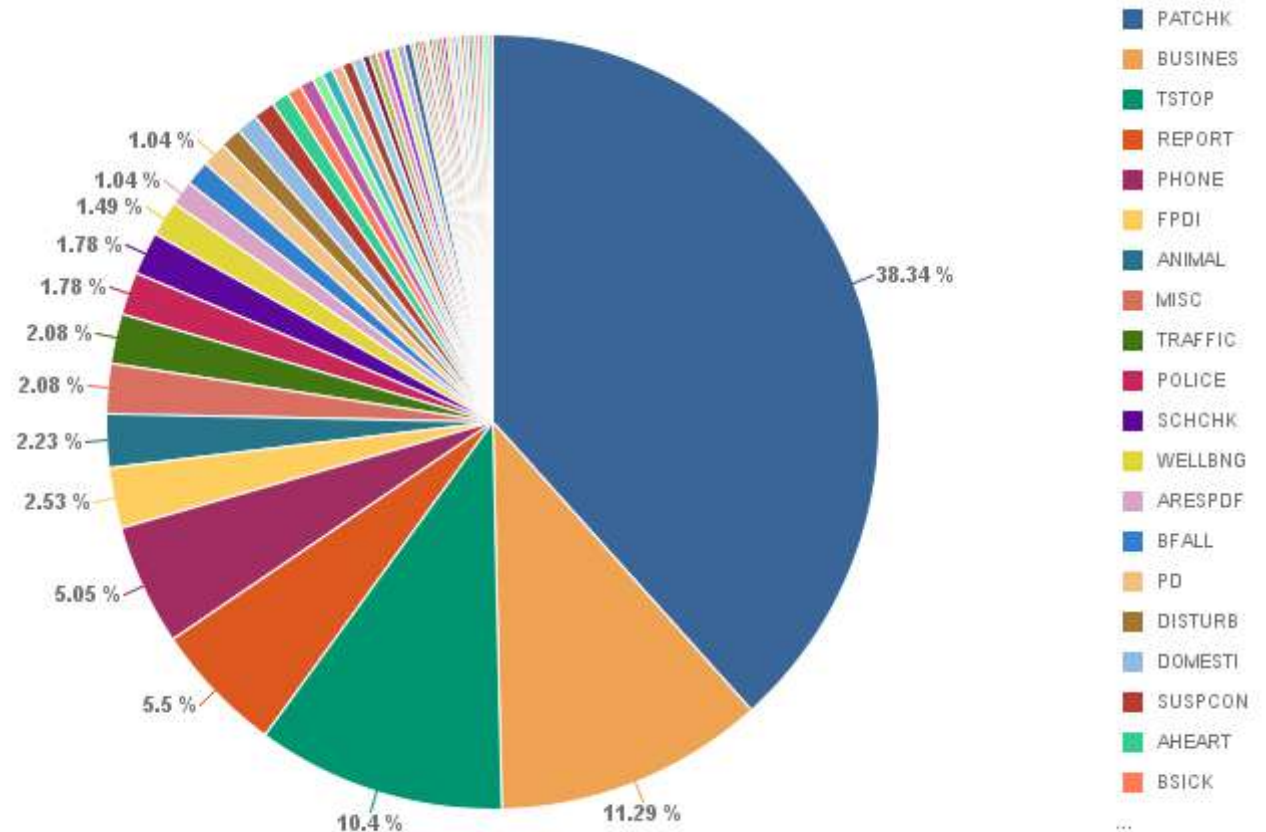
East Fallowfield Police Department



Monthly Event Count by All Sub Types

Date Range: JUNE
Total Events: 673

Event Type	Type	Count
POLICE	PATCHK	258
POLICE	BUSINES	76
POLICE	TSTOP	70
POLICE	REPORT	37
POLICE	PHONE	34
POLICE	FPDI	17
POLICE	ANIMAL	15
POLICE	MISC	14
POLICE	TRAFFIC	14
ALARM	POLICE	12
POLICE	WELLBNG	10
ACCIDENT	PD	7
POLICE	DISTURB	6
POLICE	DOMESTI	6
POLICE	SUSPCON	6



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Last DW Refresh Date: 07/01/2026 01:30:00 AM



Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	PATROL CHECK - OUTSIDE AREAS	258
POLICE	BUSINESS CHECK	76
POLICE	TRAFFIC STOP	70
POLICE	REPORT	37
POLICE	PHONE ASSIGNMENT	34
POLICE	FOR POLICE DEPT.INFORMATION	17
POLICE	ANIMAL COMPLAINT	15
POLICE	MISCELLANEOUS POLICE NATURE	14
POLICE	TRAFFIC-GENERAL/HAZARDS (PD)	14
ALARM	POLICE	12
POLICE	SCHOOL CHECK	12
POLICE	WELL-BEING CHECK	10
ACCIDENT	PROPERTY DAMAGE	7
MEDICAL	FALL / LIFT ASSIST - BLS	7
MEDICAL	RESPIRATORY DIFFICULTY - ALS	7
POLICE	DISTURBANCE (JO/IP)	6
POLICE	DOMESTIC (JO/IP)	6
POLICE	SUSPICIOUS CONDITION(S)(JO/IP)	6
MEDICAL	HEART PROBLEMS - ALS	5
MEDICAL	SICK PERSON - BLS	4

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Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	PARKING COMPLAINT	4
ALARM	FIRE	3
MEDICAL	EMOTIONAL DISORDER - BLS	3
MEDICAL	UNCONSCIOUS PERSON - ALS	3
POLICE	ASSIST OTHER PD	3
POLICE	NOISE COMPLAINT (JO/IP)	3
ACCIDENT	BLS	2
FIRE	BRUSH	2
FIRE	FARM EQUIPMENT	2
MEDICAL	INJURED PERSON - BLS	2
POLICE	911 HANG UP	2
POLICE	HOUSE CHECK	2
POLICE	KEYS - LOCKED (VEH,HSE,ETC)	2
ALARM	CARBON MONOXIDE	1
ALARM	MEDICAL - BLS	1
DRILL	FACILITY DRILL TYPE CODE	1
FIRE	FIRE POLICE REQUEST	1
FIRE	HOUSE	1
FIRE	ODOR INVESTIGATION INSIDE	1
FIRE	OUT BUILDING/SHED	1

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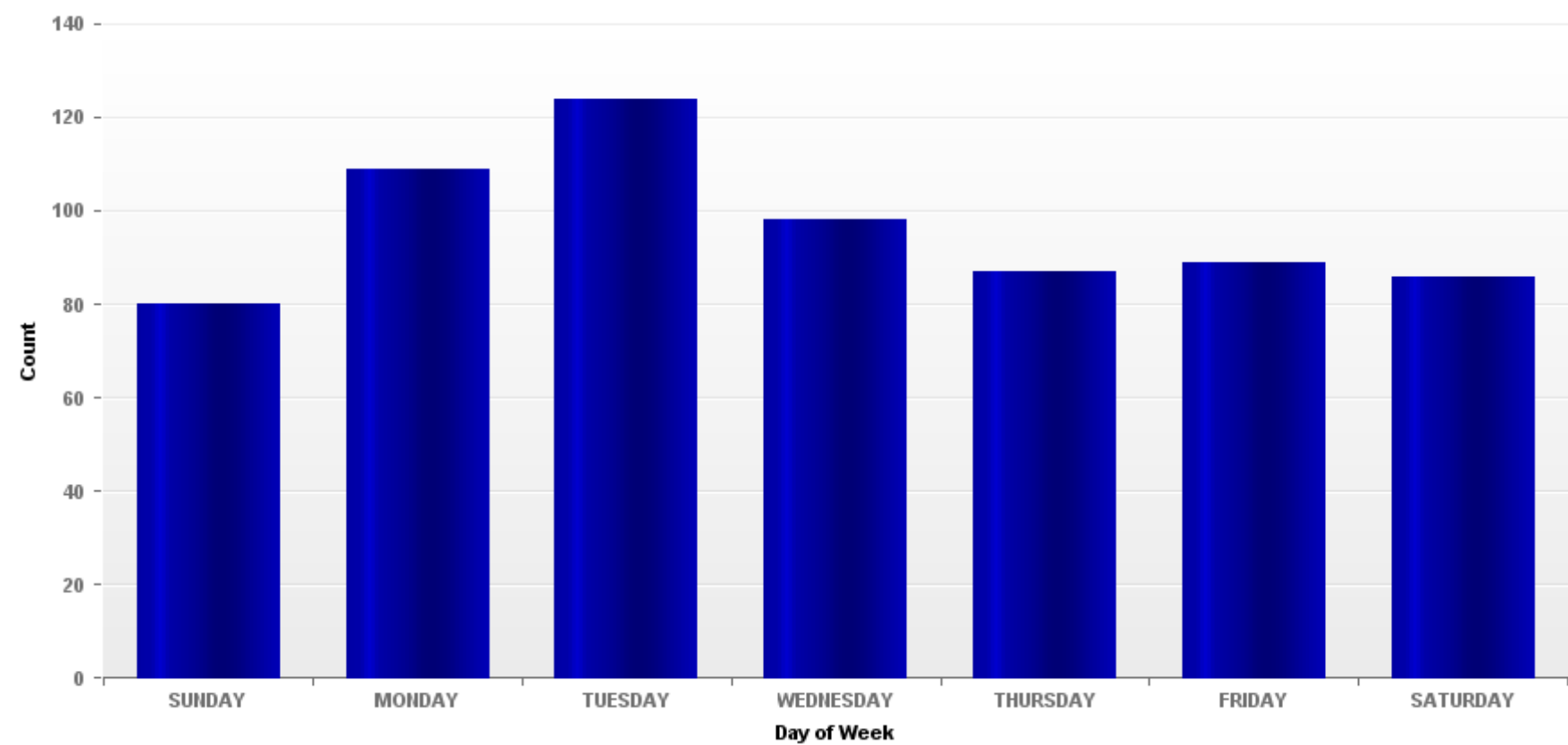
Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
FIRE	POLES,WIRES,TRANSFORMER	1
FIRE	SMOKE/ODOR INVEST OUTSIDE	1
MEDICAL	ABDOMINAL PAIN - BLS	1
MEDICAL	ALLERGC/MED REACTION - ALS	1
MEDICAL	BACK PAIN - BLS	1
MEDICAL	CVA/STROKE - ALS	1
MEDICAL	DIABETIC EMERGENCY - ALS	1
MEDICAL	DOA - BLS	1
MEDICAL	FALLS - ALS	1
MEDICAL	OVERDOSE - BLS	1
POLICE	DUI	1
POLICE	ERRATIC DRIVER (JO/IP)	1
POLICE	HARASSMENT (JO/IP)	1
POLICE	MISSING PERSON	1
POLICE	SUBJECT STOP	1
POLICE	TRESPASSER(S) (JO/IP)	1



Monthly Event Count by Day of Week

Date Range:	JUNE
Total Events:	673

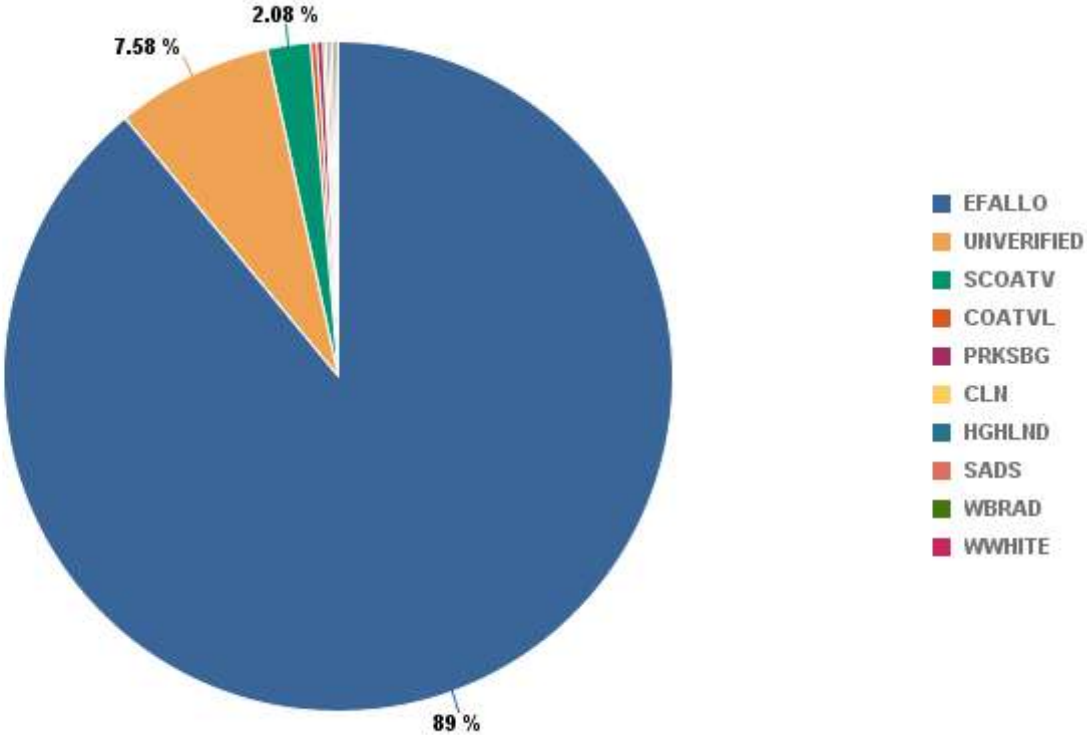




Monthly Event Count by Municipality

Date Range:	JUNE
Total Events:	673

Event City	Count
EFALLO	599
UNVERIFIED	51
SCOATV	14
COATVL	2
PRKSBG	2
CLN	1
HGHLND	1
SADS	1
WBRAD	1
WWHITE	1
Total:	673



East Fallowfield *Township*

Road Department Monthly Report

June 2026

Activity	Hours	Year to Date
Sign Repair	6	74
Comp. Pick up	32	374
Road Maintenance	10	173
Brooks crossing	20	56
Gutter Work	8	126
Road Clean Up	24	82
Tree work	4	58
Storm Drains	56	249.5
Road Inspection	8	36
Mowing Twp Road	66	102
Parks	186	552.5
Plowing & Salting	0	156
Police Maint.	11	71
Equipment Maint.	60	775.8
Office Admin.& PA 1 Call	5	47
Holiday	32	160
Vacation	25	153
Sick	4	140.25
Personal	8	22
Overtime	13.5	297.5
Building Maint.	46	345.5
Trash & Recycling	21	172
Other	8	158.5
Total Hours	653.5	4,379
Submitted By, Justin Gathercole		

Vehicle Mileage Records

Roads Dept

Mileage

Month: June. 2026

Start

End

Total

2006 F-250 Pickup						150,042	150,186	144
2026 F250 Pickup						1903	2474	571
2023 F-350 Utility Body						16,084	17,267	1,183
2017 F-350 Pickup						44,255	44,139	684
2023 F-550 Dump						5,509	5,682	173
2019 F-650 Dump						9320	9605	285
2020 F-750 Brush body						10649	11054	405
2016 Freightliner Dump						14,602	14,782	180
2011 Freightliner Dump						19,893	19,945	52
2005 Freightliner Dump						37,633	37,644	11
2006 Freightliner Dump						29,365	29,517	152
2022 Backhoe						664	702	38
2005 Loader						3,083	3,087	4
2018 Case skid steer						616	640	24
2003 TN 70 Tractor						2,660	2,643	33
2005 TL 100 Tractor						2,569	2,572	3

Quote

To: East Fallowfield Township

Attn: Justin Gathercole

From: Bill Jefferson

Phone: (610) 384-7144

E-Mail: bjefferson@guidemarkinc.com

Cell: (610) 496-0918

Pages: 1 Total Pages

Date: June 18, 2026

Project: Township Roads – 2026

(Various Township Roads)

East Fallowfield Twp., Chester Co., PA

Pavement Marking as per PennDOT spec., Waterborne Paint with Glass Beads

Quote:

Pavement Markings: All Long Lines – Waterborne Paint, One Application

182000/LF (+/-) x 4" Single Yellow Line ----- @ \$ 0.12/LF = \$ 21,840.00

Conditions:

- \$ 1,200.00 minimum amount of work required per mobilization,
- Guidemark, Inc. waives all liability for markings that are required to be placed outside of specification and the manufacturer's recommendation. If repair work is required, all repair work will be invoiced directly to the General Contractor.

Thank you,

Signature

Bill Jefferson