



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda August 25, 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 on August 11, 2026, to discuss legal and personnel issues.
3. APPROVAL OF MINUTES
  - a. July 28, 2026, Board of Supervisors Meeting Minutes.

PROPOSED MOTION: I make a motion to approve the July 28, 2026, Board of Supervisors meeting minutes as presented.
4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES
  - a. July Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
  - b. July Westwood Fire Company EMS Report submitted for Board and resident review.
  - c. July Modena Fire Company Fire Chief's Report submitted for Board and resident review.
  - d. July Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
  - e. July Modena Fire Company EMS Report submitted for Board and resident review.
5. SUMMARY BY APPLICABLE BOARD LIAISON

Township Office – Chairman Lambert  
Police Department – Supervisor Wright  
Public Works Department – Supervisor Wright  
Emergency Services and Fire Marshal – Vice Chairman Sparr  
Planning Commission – Supervisor Stoff  
Historical Commission – Supervisor DiRado  
Park and Recreation – Vice Chairman Sparr  
Environmental Advisory Committee (EAC) – Supervisor DiRado
6. PRESENTATION: FBI LEEDA Agency Trilogy Awarded to Police
7. TREASURER'S REPORT
  - a. July 31, 2026, Treasurer's Report.

PROPOSED MOTION: I make a motion to approve the July 31, 2026, Treasurer's Report as presented.
  - b. Payment Authorizations.



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda August 25, 2026 at 6:30 PM

PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of July 29 through August 25, 2026, in the total amount of \$ \_\_\_\_ as presented.

### 8. MANAGER'S REPORT

#### a. Meeting Schedule for 2027 Budget (Informational)

First Budget Workshop: October 13, 2026

First Presentation of Budget: October 27, 2026

Second Presentation of Budget/Authorize Advertisement of Budget: November 10, 2026

Budget Adoption (Proposed): December 8, 2026

Budget Adoption (If not adopted on December 8): December 15, 2026

#### b. Appointment of Township Secretary.

PROPOSED MOTION: I move that the Township appoint Anja Twite to serve as full-time 2026 Township Secretary at an annual salary of \$65,000 subject to a satisfactory pre-employment physical.

#### c. New Business

### 9. LEGAL

#### a. Coatesville Area School District – Memorandum of Understanding.

PROPOSED MOTION: I move that the Board approve and authorize the Police Chief to sign the Memorandum of Understanding with the Coatesville Area School District in the form as presented.

#### b. A Resolution Approving the Chester County Hazard Mitigation Plan

PROPOSED MOTION: I make a motion to approve Resolution 2026-13 adopting the Chester County Hazard Mitigation Plan as the official Hazard Mitigation Plan for East Fallowfield Township.

#### c. Approval of Township Manager's Employment Agreement

PROPOSED MOTION: I move that the Township execute an updated employment agreement establishing, salary, benefits, and employment terms and conditions with the Township Manager from January 3, 2026 until January 5, 2028.

#### d. Approval of Community Planning Service Contract – Comprehensive Plan Update

PROPOSED MOTION: Motion to approve the Community Planning Service Contract for Comprehensive Plan Update Services between East Fallowfield Township and the County of Chester and authorize the Township Manager to execute the agreement on behalf of the Township.

#### e. Easement Agreement for the Sewage Conveyance along Doe Run Road



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda August 25, 2026 at 6:30 PM

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.

- f. Update on Pelham Place/Fieldstone Village Public Improvements (Informational)
- g. New Business

### 10. PARK AND RECREATION BOARD

- a. No report submitted
- b. Request from Wild Rec LLC Requesting Reduced Fee for Field Permit

PROPOSED MOTION: I make a motion approving the request from Wild Rec LLC to pay a reduced fee of \$ \_\_\_\_\_ for a field permit at the township park for youth soccer activities held on Fridays from August 27 to October 8th.

*Note: In 2025, the Board of Supervisors approved a reduced Fee of \$25/day (\$150 total) and \$250 single security deposit.*

- c. Request from Chester County Master Gardeners to use Park Pavilion for Picnic

PROPOSED MOTION: I make a motion approving the request from Chester County Master Gardeners to use the park pavilion on October 10 from 2:00pm-6:00pm for up to 75 people for a picnic.

- d. Touch A Truck event is on Saturday, September 12 from 10am-1pm (Informational)

### 11. PLANNING COMMISSION

- a. Report provided

### 12. POLICE DEPARTMENT

- a. July Police Report submitted for Board and resident review
- b. Approval of Watchdog Radar Kit Quote from Jamar Technologies, Inc.

PROPOSED MOTION: I make a motion to approve the quotation from Jamar Technologies, Inc for the purchase of a Watchdog Radar Kit in the amount of \$4,460.00, to be paid from the Township's Capital Fund.

### 13. PUBLIC WORKS DEPARTMENT

- a. July Road Department Report submitted for Board and resident review.

### 14. ENVIRONMENTAL ADVISORY COUNCIL



# EAST FALLOWFIELD TOWNSHIP



## Board of Supervisors Meeting Agenda August 25, 2026 at 6:30 PM

- a. No report Submitted

### 15. HISTORICAL COMMISSION

- a. No report submitted
- b. Resignation of Historical Commission Member Jack Alvarez

PROPOSED MOTION: I make a motion to accept the resignation of Historical Commission member Jack Alvarez for the term ending December 31, 2026.

|                       |               |                     |                    |
|-----------------------|---------------|---------------------|--------------------|
| Joe McCormick         | Chairman      | 2025 to 2029        | 5 year term        |
| Sue Monaghan          | Secretary     | 2022 to 2026        | 5 year term        |
| Connie McLaughlin     | Member        | 2025 to 2029        | 5 year term        |
| Jennifer Carling      | Member        | 2022 to 2026        | 5 year term        |
| Clarence Rhoades, III | Member        | 2022 to 2026        | 5 year term        |
| Chad Peterson         | Member        | 2022 to 2026        | 5 year term        |
| Rania Larsen          | Member        | 2024 to 2028        | 5 year term        |
| <b>Jack Alvarez</b>   | <b>Member</b> | <b>2022 to 2026</b> | <b>5 year term</b> |
| Pam Jaccard           | Member        | 2024 to 2028        | 5 year term        |

### 16. OLD BUSINESS

### 17. NEW BUSINESS

### 18. PUBLIC PARTICIPATION - 20 minutes

### 19. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.