

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

Members Present

Wilson Lambert, Chairman
Robert Sparr, Vice Chairman
Katja DiRado, Member
Al Wright, Member
Deborah Stoff, Member

Township Staff Present

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

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

Vice Chairman Wright called the meeting to order at 6:31 PM.

2. DISCUSSION

- A. An executive session was held on July 14, 2026 and on July 22, 2026 to discuss legal and personnel matters.

1. Ceremonial swearing in of Robert Sparr as Township Supervisor – Judge Joseph Heffern
2. Swearing in of Part-time Police Officer Joshua Herzog by Judge Joseph Heffern.

3. Election of Chairperson for 2026.

Call for Nominations

MOTION: Supervisor DiRado made a motion to appoint Wilson Lambert as the 2026 Board of Supervisors Chairperson. Supervisor Stoff seconded.

Philip Roomet, township resident, commented on the appointment.

Frangipani Martin, township resident, commented on the appointment.

VOTE: 5-0.

4. Election of Vice Chairperson for 2026.

Call for Nominations

MOTION: Chairman Lambert made a motion to appoint Bob Sparr as the 2026 Board of Supervisors Vice Chairperson. Supervisor Wright seconded.

VOTE: 5-0.

5. 2026 Supervisor Liaison Appointments.

PROPOSED MOTION: Chairman Lambert made a motion to appoint the following 2026 Board liaisons as presented. Supervisor DiRado seconded.

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 Board – Vice Chairman Sparr
Environmental Advisory Committee (EAC) – Supervisor DiRado

Frangipani Martin, township resident, asked questions.

VOTE: 5-0.

B. APPROVAL OF MINUTES

JUNE 23, 2026 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor Wright made a motion to approve the June 23, 2026 Board of Supervisors meeting minutes as presented. Chairman Lambert seconded.

VOTE: 5-0.

C. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

3. TREASURER'S REPORT

1) June 30, 2026 Treasurer's Report

MOTION: Supervisor Wright made a motion to approve the June 30, 2026 Treasurer's Report as presented. Chairman Lambert seconded.

VOTE: 5-0.

2) Payment Authorizations.

MOTION: Supervisor Wright made a motion to approve the Payment Authorizations for the period of June 24, 2026 through July 28, 2026 in the total amount of \$244,164.36 as presented. Chairman Lambert seconded.

VOTE: 5-0.

4. TOWNSHIP MANAGER'S REPORT

1) Approval of Comprehensive Plan Update Cost Estimate and Scope of Work

Mr. Swichar stated that the motion authorizes the township to move forward with the preparation of the comprehensive plan update in partnership with the Chester County Planning Commission. The plan should be updated every 10 years. The draft scope is in the board packet and has been reviewed by the township's Planning Commission. The process will involve a task force and include public participation. The total cost is \$62,146, however, through the Chester County Planning Assistance Program, the county will reimburse 50% of the cost. The township share is \$31,073 which is paid over 24 months.

MOTION: Supervisor Wright made 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. Supervisor DiRado seconded.

VOTE: 4-0. Vice Chairman Sparr abstained.

2) Approval of Brandywine Conservancy's Bike the Brandywine Event – September 19, 2026

Township Manager Swichar stated that the Brandywine Conservancy is hosting a Bike the Brandywine event on September 19, 2026. They will provide a certificate of insurance. They are asking the township for permission to use township roads.

MOTION: Supervisor Wright made 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. Supervisor DiRado seconded.

VOTE: 5-0.

3) Approval of Natural Pond Treatment Program from Solitude Lake Management

Township Manager Swichar stated that the township's park and recreation budget includes \$50,000 for pond maintenance and improvements. The proposal before the board includes two components. The first is a proposal for a one-time treatment of Schlix-x which is designed to reduce up to 8 inches of accumulated organic material known as muck. This buildup consumes oxygen and releases nutrients back into the water. Mr. Swichar stated that removing organic materials should improve water quality and reduce nutrients that feed algae. The second component is the installation of a bottom diffused aeration system that will increase dissolved oxygen throughout the pond. This is more of a long-term solution. The township evaluated solar powered aeration equipment, but it was not recommended by the vendors because of the tree cover and pond location. Mr. Swichar stated that conventional electric will provide the most reliable long term solution but will require extending electrical service to the pond.

MOTION: Supervisor Wright made 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. Chairman Lambert seconded.

VOTE: 5-0.

4) Approval of Pond Aeration System Installation from Solitude Lake Management

MOTION: Supervisor Wright made 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. Chairman Lambert seconded.

Vice Chairman Sparr questioned if the aeration is a long term solution.

Mr. Swichar stated yes.

VOTE: 5-0.

5) Approval of Lenni Electric COSTARS Quote for Installation of Electrical Conduit

MOTION: Supervisor Wright made 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. Chairman Lambert seconded.

Supervisor DiRado questioned whether the township could have a second option for a solar aerator.

Mr. Swichar stated that the two vendors did not recommend solar and did not provide a quote since they did not recommend it.

VOTE: 4-1. Supervisor DiRado voted nay.

6) Approval of Revised Township Secretary and Office Assistant Job Descriptions

Township Manager Swichar stated that East Fallowfield Township previously had a township secretary position. When that position became vacant, those responsibilities were absorbed by the township manager to maintain operations. As township workload has grown, it is appropriate to clearly define the roles of township secretary and office assistant. The township secretary is intended to be the township's senior administrative position. The secretary supports the board and the township manager and provides administrative support for right to know and preparation of the minutes. The office assistant focuses on front line customer service, tracking complaints and inquiries, and providing overall office support. Mr. Swichar stated the goal is to improve efficiency and customer service and allow the manager to devote more time to executive level responsibilities such as budgeting, grants, capital projects, labor relations and long range planning.

Shane Cloyd, township resident, commented on the township secretary role.

MOTION: Supervisor DiRado moved that the Board of Supervisors adopt Resolution No. 2026-12 approving the revised job descriptions for the Township Secretary and Office Assistant, as presented. Supervisor Wright seconded.

VOTE: 5-0.

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

Mr. Swichar stated that the township put out a targeted RFP and interviewed several qualified firms. Two of the township's board members Supervisor Wright and Chairman Lambert participated in the interview process. After reviewing the proposals and conducting interviews, Mr. Swichar stated that he recommends continuing to use Keystone Municipal Services. Mr. Swichar stated that Keystone is already providing these services to the township and is mobilized and will continue to oversee inspections of the new elementary school. Mr. Swichar stated that the township will continue to reevaluate proposals as the township gets closer to 2027.

8) Mr. Swichar stated that Bulk Trash Cleanup Day is Saturday, October 17, 2026 from 9:00 am-3:00 pm (Informational Item)

9) Mr. Swichar stated that the Township received notification of a Chester County Preservation Partnership Grant Program Award of \$218,200.00 awarded for the "East Fallowfield Community Park" project (Informational Item). Mr. Swichar stated that the township has a pending DCED Greenways grant application and once a decision on that grant is made, the township will have a clearer position of total funding and next steps.

5. LEGAL

1) Retroactive Approval of Employee Health Insurance Plan Transition

Solicitor Crotty stated that the township transitioned from United Healthcare to Highmark effective January 1. Benecon prepared their paperwork and it is now ready for formal board action.

MOTION: Chairman Lambert made a 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. Supervisor DiRado seconded.

VOTE: 5-0.

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

Solicitor Crotty requested the item be tabled. No action was taken by the Board.

3) Stormwater Management Agreement for 7 Wagner Lane (Eitner)

Solicitor Crotty stated that this is a single family home. Whenever someone makes improvements that trigger need for stormwater management, a stormwater agreement needs to be completed for maintenance of the onlot system.

MOTION: Chairman Lambert moved 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. Supervisor Stoff seconded.

VOTE: 5-0.

4) Authorization to Advertise Proposed Ordinance Increasing Board of Supervisors Compensation

Solicitor Crotty stated that Act 94 of 2024 allows townships to increase compensation for township supervisors by statute from \$2,500 to \$4,190 per year. This must be done by ordinance. The change will not take effect until the next term of office.

MOTION: Chairman Lambert made 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. Supervisor DiRado seconded.

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

Shane Cloyd, township resident, commented on the proposed ordinance.

There was a board discussion.

VOTE: 5-0.

5) Discussion –Draft Ordinance Amending Chapter 18B Municipal Sewer Systems 18B-102.1

Solicitor Crotty stated that the proposed ordinance is in the board’s packet.

Dennis Crook, township resident, commented on the proposed ordinance.

6) Solicitor Crotty stated there is a Zoning Hearing Board Variance Application Received for 6 IMS Drive (Informational)

6. PARK AND RECREATION BOARD

1) Report Submitted

2) Appointment of Karl Skotleski to the Park and Recreation Board

MOTION: Supervisor DiRado made a motion to appoint Karl Skotleski to the Park and Recreation Board for the term ending December 31, 2028. Chairman Lambert seconded.

VOTE: 5-0.

Teri Dickinson	Chair	2026-2030
Karl Skotleski	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

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

MOTION: Chairman Lambert made 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 additional insured on the applicant’s insurance policy and the terms of use on the Township Park and Recreational Facilities Application. Supervisor Stoff seconded.

There was a board discussion.

VOTE: 5-0.

- 4) Chairman Lambert stated that the Summer Concert featuring Soul Patch Philly is scheduled for August 20, 2026. The rain date has been changed from August 27 to August 26, 2026

7. PLANNING COMMISSION

- 1) Report Submitted
- 2) Appointment of Deloin Scotton and TJ Berlin to the Planning Commission

MOTION 1: Supervisor Wright made a motion to appoint Deloin Scotton to the Planning Commission for the term ending December 31, 2026. Chairman Lambert seconded.

VOTE: 5-0.

MOTION 2: Supervisor Stoff made a motion to appoint TJ Berlin to the Planning Commission for the term ending December 31, 2029. Chairman Lambert seconded.

VOTE: 5-0.

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

8. POLICE DEPARTMENT

- 1) June Police Report submitted for Board and resident review.

9. PUBLIC WORKS

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

MOTION: Supervisor Stoff made 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. Supervisor Wright seconded.

VOTE: 5-0.

10. HISTORICAL COMMISSION

1) No Report Submitted

11. NEW BUSINESS: None

12. OLD BUSINESS: None

13. PUBLIC PARTICIPATION

Siti Crook, township resident, commented on the proposed rental ordinance and submitted a written document about the rental ordinance to the Board of Supervisors. She requested that the comments be incorporated into the written record.

Philip Roomet, township resident, questioned a traffic study on Cumberland Drive.

Shane Cloyd, township resident, commented on trash and permit software.

Dennis Crook township resident, read a letter about community participation for the comprehensive plan.

Connie McLaughlin, township resident, commented on data centers.

Frangipani Martin, township resident, made various comments.

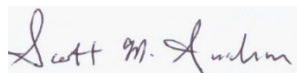
Teri Dickinson, township resident, commented that the public needs to be more respectful.

14. ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the July 28, 2026, Board of Supervisors Meeting at 9:03pm. Chairman Lambert seconded.

VOTE: 5-0.

Respectfully Submitted,

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

Scott Swichar,

Township Manager/Secretary