

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
February 27, 2024 **Approved Minutes**
6:30 p.m.

Members Present

Wilson Lambert, Chairman
John Nielsen, Vice Chairman
Katja DiRado, Member
Al Wright, Member
Mike Domboski, Member

Township Staff Present

Scott Swichar, Township Manager
Lisa Ionata, Township Treasurer
Chad Osborn, Police Chief
Township Solicitor
Mike Crotty

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

Chairman Lambert called the meeting to order at 6:30 PM.

2. DISCUSSION

A. APPROVAL OF MINUTES

January 23, 2024 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Supervisor Domboski made a motion to approve the January 23, 2024 Board of Supervisors meeting minutes as presented. Supervisor Wright seconded.

VOTE: 5-0.

B. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

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

Vice Chairman Nielsen stated that he wants to make sure that Coatesville is paying their fair share for the high volume of EMS calls.

Mike McWilliams, Fire Chief of Westwood Fire Company, stated that each municipality is paying its fair share. There is a paramedic in a chase unit that is available exclusively to Coatesville. There is an ambulance available to East Fallowfield and Valley Township housed at Westwood Fire Company. He stated that Coatesville is the highest payer of all the municipalities.

3. COMMENDATION TO POLICE OFFICER JOHN HEWCZUK

Chief Osborn presented a Combat Cross Commendation to Officer Hewczuk.

Chief Kimes of West Brandywine Police Department thanked Officer Hewczuk.

4. TREASURER'S REPORT

- 1) January 31, 2024 Treasurer's Report.

MOTION: Chairman Lambert made a motion to approve the January 31, 2024 Treasurer's Report as presented. Vice Chairman Nielsen seconded.

VOTE: 5-0.

- 2) Payment Authorizations.

MOTION: Chairman Lambert made a motion to approve the Payment Authorizations for the period of January 24, 2024 through February 27, 2024 in the total amount of \$347,106.83 as presented. Supervisor DiRado seconded.

VOTE: 5-0.

5. TOWNSHIP MANAGER'S REPORT

- 1) Feasibility Study for Municipal Complex

Township Manager Swichar stated that the Municipal Building Committee is in the process of interviewing consultants to complete a feasibility study to complete a new township building. The interview process is not yet complete.

Supervisor Wright made a motion to table. Chairman Lambert seconded.

VOTE: 5-0.

- 2) Retroactive Purchase of Ford F-550

Township Manager Swichar stated that the township purchased the vehicle earlier this month through the Pennsylvania Co-Stars program. Stock is currently low, so when a new vehicle became available, the Township moved forward with the purchase.

MOTION: Supervisor DiRado made a motion to approve the retroactive Pennsylvania Costars purchase of a Ford F-550 from Chapman Ford in the amount of \$69,169.00 from the Township's Capital Fund. Chairman Lambert seconded.

VOTE: 5-0.

- 3) Waiver of Trash Fee

Township Manager stated there are eight properties on Cynthia Drive. They appear on the 2024 trash billing list. The parcels show in Chesco Views as being located in East Fallowfield Township. However, only the rear of the properties are in East Fallowfield Township. The property frontages are in Valley Township and Cynthia Drive is in Valley Township. Mr. Swichar stated that he recommends removing them from the Township's billing since Valley Township is currently providing trash collection for these addresses.

MOTION: Vice Chairman Nielsen made a motion to waive the trash fee for the following eight parcel ID numbers: 4703_00120500, 4703_00120600, 4703_00120700, 4703_00120800, 4703_00120900, 4703_00121000, 4703_00121100, 4703_00121200. Chairman Lambert seconded.

Supervisor Wright questioned if the township would need to remove the addresses every year.

Treasurer Ionata stated they would be permanently removed from the billing list for the trash fee. They are still responsible for property taxes.

VOTE: 5-0.

- 4) Completion of DEP Technical Assistance Project: Transportation and Labor Cost Analysis for Recyclable Material Transfer Facility (Informational)

Township Manager Swichar stated that the township participated in a transportation and labor cost analysis study that was funded by DEP. Three other municipalities participated in the study. Mr. Swichar stated that the purpose of the study was to determine the feasibility of using 6 IMS Drive as a transfer station. There would be a cost savings to all four municipalities to use the site as a transfer station. The site is not owned by the Township. The purpose of the study was to see if there is a potential cost savings to the townships by using the site as a transfer station. The next step would be an additional study to see if it is feasible to turn the site into a transfer station.

Supervisor Wright questioned why the waste hauler did not input their data.

Township Manager Swichar stated that the study was completed in December. The timing was not great, because Waste Management was leaving the township and the new hauler had not yet begun.

Supervisor DiRado questioned why the hauler did not respond.

Township Manager Swichar stated that he reached out to the consultant who completed the study to schedule a follow up meeting to discuss any meeting data.

Vice Chairman Nielsen questioned if the transfer station would be used to transfer material to Birdsboro. He also questioned how the municipalities would get the material moved to the final destinations.

Township Manager Swichar stated that the recyclables are currently delivered to Blosenski's transfer station in Honeybrook. The recyclables are then taken to Penn Waste in York for processing. The Townships would need to further discuss how to get materials to the processing facilities.

- 5) Mr. Swichar stated the dates for PSATS' 2024 Annual Conference are April 14-17, 2024, at the Hershey Lodge.

- 6) New Business

6. LEGAL

- 1) Resolution No. 2024-07 A Resolution approving the adoption of revisions to the Employee Handbook/Personnel Manual for East Fallowfield Township

Mr. Crotty stated that the solicitor is currently reviewing a proposed sexual abuse policy. This should be tabled.

- 5) PLANNING COMMISSION

1) No Planning Commission Report Submitted.

6) POLICE DEPARTMENT

1) January Police Report submitted for Board and resident review.

2) Purchase of 2024 Ford Interceptor Police Car

MOTION: Supervisor DiRado made a motion approving the purchase of a 2024 Ford Interceptor Police Car from Whitmoyer Ford in the amount of \$44,000 under the PA Costars program from the Township's ARPA Fund. Supervisor Wright seconded.

Vice Chairman Nielsen questioned if another vehicle will be retired.

Chief Osborn stated the 2014 Charger will be retired and that 2014 vehicle would be placed on Municibid.

Township Manager Swichar stated that there was a motion in January to purchase a hybrid Ford Interceptor however they were unable to move forward with the purchase due to supply issues. The administration is now asking the board to consider a non-hybrid vehicle.

Chief Osborn stated that he does not anticipate the township would be able to purchase an Interceptor in 2024 due to supply issues.

VOTE: 5-0.

3) Written Offer Letter of Employment

MOTION: Supervisor Wright made a motion to tender a conditional offer of employment to Briana Rivera to serve as part-time police officer at an hourly rate of \$27.12 (2024 rate), pursuant to Act 57 and per the terms contained in the conditional offer letter dated February 27, 2024. Supervisor DiRado seconded.

Township Manager Swichar stated that an offer was made to another part-time candidate, however that candidate turned down the position.

Supervisor Wright questioned how the position fits into manpower needs.

Chief Osborn stated that the last offer was not fulfilled. This is a new candidate.

Township resident, Clarence Rhoades questioned the number of officers.

Chief Osborn stated there are 7 full-time officers and 6 part-time officers.

VOTE: 5-0.

4) Approving New Policies for Police Department.

MOTION: Supervisor DiRado made a motion to approve the following new policies for the police department: Foot Pursuit; Media Protection policy; Media Relations; Naloxone Procedure; Police Chaplains; Mobile ID Device; Police Department Awards/Commendations; and Domestic Violence by Police Officers. Supervisor Wright seconded.

VOTE: 5-0.

5) Agreement with Aspirant Consulting Group, LLC

MOTION: Supervisor Domboski made a motion to approve an agreement between Aspirant Consulting Group, LLC and East Fallowfield Township to provide policy and procedure consulting at a cost of \$4,500 for the first year from the Township's ARPA Fund. Supervisor Wright seconded.

Supervisor Wright questioned if this is a calendar year contract.

Supervisor DiRado questioned the purpose of the consulting and whether they would address certification.

Chief Osborne stated that the contract would be 12 months from date of signature. The consulting group will bring changes and recommendations to policies to the township. They could address certification. The Township researched three other vendors.

Township resident Nina Petro questioned if this is a law firm group.

Solicitor Crotty stated no. This is a private company that puts out legal research related to police policy.

VOTE: 5-0.

7) PUBLIC WORKS DEPARTMENT

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

8) PARK AND RECREATION BOARD

- 1) No Report Submitted.
- 2) Proposal from Lenni Electric for Lighting and Electrical Outlets at Park Gazebo

MOTION: Supervisor Wright made a motion to approve a proposal from Lenni Electric in the amount of \$4,332 to install two GFCI Outlets and LED lighting at the park's gazebo from the Township's Park and Recreation Fund. 50% of the project cost will be reimbursed by the Brandywine Creek Greenway Mini Grant. Vice Chairman Nielsen seconded.

VOTE: 5-0.

- 3) Proposal from Lenni Electric for Parking Lot Lights

MOTION: Vice Chairman Nielsen made a motion to approve a proposal from Lenni Electric in the amount of \$6,254.00 from the Township's ARPA Fund to install parking lot lighting at the township's community park. Chairman Lambert seconded.

Supervisor DiRado questioned if there is a grant available.

Township Manager Swichar stated that the total amount would come from the ARPA Fund.

Supervisor Wright questioned who would provide the poles.

Township Manager Swichar stated the poles would be provided by Lenni Electric. Mr. Swichar stated that the lighting would only be used for special events. The park is not open at night, and that lighting would be used for evening events such as Trunk or Treat, Christmas Tree Lighting and the Concerts in the Park. The lights would be used to make sure pedestrians are safe walking to their cars and that vehicles can safely exit the parking lot.

There was a discussion about renting lights.

Solicitor Crotty stated that ARPA Funds are recovery funds that can be used for any governmental purpose. The funds must be obligated by December 31, 2024 and spent by December 31, 2026.

Teri Dickinson, Chair of the Park and Rec Board discussed potential safety issues of walking in a dark parking lot during special events.

Supervisor Nielsen questioned if LED lights are being used.

Township Manager Swichar started yes. This is reflected in the proposal.

AMENDED MOTION: Supervisor Nielsen made an amended motion to include the fact that they would be LED lights. Supervisor Wright second.

VOTE: 4-1. Supervisor Domboski voted nay.

Supervisor Domboski questioned if the lights would be used only for events and whether the township has spoken to neighbors and whether they are okay with it.

Township Manager Swichar stated the lights would only be used for special events which are typically end by 8:00PM. The Township has not spoken with the neighbors.

Supervisor DiRado questioned the safety benefit of the lights and asked Chief Osborn to discuss whether lights would enhance safety.

Chief Osborn stated that lights would be helpful. Pedestrian safety would be enhanced.

There was a board discussion about the parking lot lights.

VOTE (Original Motion): 4-1, Supervisor Domboski voted nay.

9) HISTORICAL COMMISSION

1) No Report Submitted.

10) ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

1) Appointment of Charles Reed to the Environmental Advisory Committee (EAC)

MOTION: Vice Chairman Nielsen made a motion to appoint Charles Reed to the Environmental Advisory Committee (EAC) with the term ending 12/31/2024 (9 members maximum). Supervisor DiRado seconded.

Scott Swichar	Member 2024 to 2024	1-year term
Joe Heffern	Member 2024 to 2024	1-year term
John Nielsen	Member 2024 to 2024	1-year term
Teri Dickinson	Member 2024 to 2024	1-year term
Deane Madsen	Member 2024 to 2024	1-year term
Tanner Burns	Member 2024 to 2024	1-year term
Jeanne Berlin	Member 2024 to 2024	1-year term
<i>Vacant</i>	<i>Member 2024 to 2024</i>	<i>1-year term</i>
Katja DiRado	Alternate Member	1-year term

VOTE: 5-0.

2) Resignation of Environmental Advisory Committee Member

MOTION: Supervisor DiRado moved that the Township accept the resignation of EAC Member Scott Swichar with a term ending 2024. Supervisor Wright seconded.

Township Manager Swichar stated that he already serves as the staff liaison to all boards. He will continue to serve in that role. There can only be nine members on the board so a current member needs to step down.

Township resident Nina Petro questioned the reason for the vacancy.

Solicitor Crotty stated there are only nine vacancies on the board.

Township resident Clarence Rhoades questioned if the meetings are open to the public.

Vice Chairman Nielsen stated yes. The meetings are every third Thursday at 6:30PM.

VOTE: 5-0.

3) Appointment of Paul Brenner to the Environmental Advisory Committee (EAC)

MOTION: Supervisor DiRado made a motion to appoint Paul Brenner to the Environmental Advisory Committee (EAC) with the term ending 12/31/2024 (9 members maximum). Supervisor Wright seconded.

VOTE: 5-0.

4) Report Submitted on LEED Certification for Township Building

Vice Chairman Nielsen discussed the EAC is advising the Township to use sustainable building practices for a future township building. There are grants that would fund sustainability projects.

5) OLD BUSINESS:

Supervisor DiRado questioned the fuel pumps and when the project would be completed.

Township Manager Swichar started that they tried to purchase the fuel pumps through Pennsylvania Co-Stars, but they are not available through the program. Sourcewell is another purchasing program that is available and is currently being investigated. The Township will likely need to put the labor portion of the project.

Supervisor Wright questioned the amount of interest rates earned.

Treasurer Ionata stated she expects \$12,000 in interest will be earned in February.

6) NEW BUSINESS: None

7) PUBLIC PARTICIPATION:

Clarence Rhoades discussed fire hydrant maintenance in the township as well as other infrastructure issues in the township.

There was a board discussion about fire hydrants.

Dennis Wishneski discussed the township's complaint form process and the current trash hauler.

There was a board discussion about the trash collection program.

Jennifer Daywalt, President of Modena Borough Council and Western Chester County Council of Governments, discussed the possibility of a regional trash authority.

Nina Petro provided comments about meetings of the municipal building committee and whether they are public.

Clarence Rhoades discussed trash collection.

Shane Cloyd discussed whether the township should consider remodeling its existing township building.

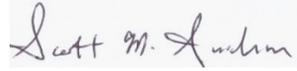
There was a board discussion about the township building.

8) ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the February 27, 2024 Board of Supervisors Meeting at 8:12 PM. Vice Chairman Nielsen seconded.

VOTE: 5-0.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Scott M. Swichar". The signature is written in black ink on a light-colored background.

Scott Swichar,
Township Manager/Secretary