

**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS
BUSINESS MEETING**

Minutes of the First January Meeting

January 11, 2012

1. Call to Order.

Chairman Keith Choper called to order the first January meeting of the West Whiteland Township Board of Supervisors at approximately 6:40 p.m. in the Municipal Building. Those present besides Mr. Choper were as follows:

Steve Soles	-	Vice-Chairman
George Turner	-	Member
Michael Cotter	-	Township Manager
Pamela Gural-Bear	-	Assistant Township Manager
John Weller	-	Planning Director
Joe Roscioli	-	Public Works Director
Cathy Kleponis	-	Finance Director
Mark Moses	-	Codes Director/Fire Marshal
Steve Meacham	-	Chief of Police

PUBLIC COMMENT:

None.

ANNOUNCEMENTS:

Mr. Choper announced that the Board met in executive session prior to the meeting to discuss matters of personnel. He then noted the rules for conduct at public meetings and what constitutes a formal action by the Board of Supervisors, which are represented on the back of every meeting agenda.

Christopher Sherman was appointed as the Uniformed Representative to the Pension Advisory Board.

MONTHLY REPORTS:

Mr. Choper announced that all reports are on file for public review.

Public Works Department

The Public Works monthly report was provided to the Board of Supervisors by Joe Roscioli, Public Works Director. Mr. Choper asked if there were any public comment. There were none.

Police Department

The Police Department monthly report was provided to the Board of Supervisors by Steve Meacham, Chief of Police. Mr. Choper asked if there were any public comment. There were none.

Planning Department

The Planning Department monthly report was provided to the Board of Supervisors. Mr. Choper asked if there were any public comment. There were none.

Code Administration

The Code Department monthly report was provided to the Board of Supervisors. Mr. Choper asked if there were any public comment. There were none.

West Whiteland Township Fire Company

The Fire Department monthly report was provided to the Board of Supervisors. Mr. Choper asked if there were any public comment. There were none. Mr. Choper asked Mr. Turner to relay to the volunteers the Board's appreciation for their hard work and dedication.

Accounts Payable Warrant Report

A motion was made by Mr. Turner, seconded by Mr. Soles, to approve the Accounts Payable Warrant Report dated January 11, 2012, for check no's. 41295-41315, including bond payment for a total amount of \$58,236.90. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

MINUTES:

Approval of Minutes: January 3, 2012

A motion was made by Mr. Turner, seconded by Mr. Soles, to approve the minutes of January 3, 2012, as presented. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

OLD BUSINESS:

1. TD Bank – Approval of Final Escrow Release

Mr. Soles made a motion, seconded by Mr. Turner to approve the final escrow release for TD Bank contingent as set forth in Michael Cotter's Memorandum of January 4, 2012. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

2. Award of Trash Bag Contract

Michael Cotter reviewed the bids received and noted that the two lowest bidders were rejected for not meeting the bid specifications. The lowest bidder could not meet the strength requirements of the bag. Mr. Cotter explained that the new bags must easily stand out from existing bags, and the second lowest bidder could not print the markings on the bag in the size required. Central Poly was the third lowest bidder and met all aspects of the bid.

Mr. Turner made a motion, seconded by Mr. Soles, to accept the bid of Central Poly, rejecting Interboro Packaging (the lowest bidder) for their inability to meet the specifications, and rejecting All American Poly (the second lowest bidder) because they could not provide the necessary printing. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

3. Award of Contract for Four Police Vehicles

Chief Meacham's Memorandum of January 4, 2012, was reviewed. It was noted that the lowest bidder was unable to meet all of the bid specifications.

Mr. Choper made a motion, seconded by Mr. Turner, to award the bid for four police vehicles to New Holland Auto Group at the price of \$25,092.00 per vehicle for an extended cost of \$100,368.00, noting that the lowest bidder did not meet all of the bid specifications. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

4. Approval of Supervisors 2012 Meeting Schedule

The Board approved the schedule to meet on the second and fourth Wednesdays of every month, with the exception of May when they will meet on May 9 (second Wednesday) and May 30 (fifth Wednesday).

5. Appointment of Delegates to PSATS 2012 Educational Conference

The matter was tabled to the January 25, 2012, Board meeting.

NEW BUSINESS:

1. Resolution 2012-06 Disposition of Recording Media

A motion was made by Mr. Soles, seconded by Mr. Turner, to adopt Resolution 2012-06 disposing of one memory card for Board of Supervisors meeting of December 14, 2011, and the reformatting of one memory card for the Historical Commission meeting of December 13, 2011, one memory card for the Planning Commission meeting of December 7, 2011, one memory card for the Board of Auditors meeting of January 4, 2011, one memory card for the Board of Auditors meeting of April 14, 2011, and one memory card for the Parks & Recreation Commission meeting of November 15, 2011. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

Board of Supervisors
Minutes of the First January Meeting
January 11, 2012

2. Authorization to Advertise RFP for Banking Services

Cathy Kleponis' Memorandum dated January 6, 2012, was reviewed and discussed. The RFP was needed because Citizens Bank is no longer in the government banking business.

Mr. Turner made a motion, seconded by Mr. Soles to authorize the advertisement of the Request for Proposals for Banking Services. Mr. Choper called for public comment and there were none. The motion was unanimously approved.

Adjournment:

The meeting adjourned at approximately 7:20 p.m.

Respectfully submitted,



Michael A. Cotter
Township Manager