



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

Agenda

Tuesday, November 10, 2020

6:30 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/83248618740?pwd=YjV6Q2xOYWWM4a21vNDRXcTFiMXZ09>

Meeting ID: 832 4861 8740 Passcode: 123489 One tap mobile +13017158592

Etiquette for virtual meetings:

<https://www.westwhiteland.org/DocumentCenter/View/1719/WWT-Virtual-Meeting-Etiquette>

Zoom instructions:

<https://www.westwhiteland.org/DocumentCenter/View/1720/Zoom-Instructions>

Call To Order

Pledge of Allegiance

ANNOUNCEMENTS:

The Township Building will be closed on Wednesday, November 11th to observe Veterans Day. It also will be closed as of noon on Wednesday, November 25th and all day on Thursday, November 26th and Friday, November 27th for the Thanksgiving holiday.

PUBLIC COMMENT: Comments from audience about items not on the agenda

HEARINGS

1. Ship Run Developers, LLC Conditional Use, continued from 10/28 meeting
2. 690 East Lincoln Associates, LLC Conditional Use, continued from 10/28 meeting

PLANS:

1. 690 E. Lincoln Associates & Ship Run Developers Subdivision

CONSENT AGENDA:

1. Approval of October 28, 2020 Minutes
2. Accounts Payable Warrant Report
3. Resolution 2020-xx Disposition of Media

BUSINESS:

1. 2021 Budget Discussion
 - a. Review of Preliminary Budget
 - b. Authorization to Advertise Preliminary Budget
2. Township Commission Updates from Board Liaisons
3. Staff Updates

Adjournment

Next Meeting: November 24, 2020

Next Ordinance: 458

Next Resolution: 2020-45

Note: Meeting Packets can be found on Township website



West Whiteland Township Board of Supervisors

Guidelines for Virtual Meetings

11/10/2020

The Board of Supervisors welcomes the opportunity to listen to citizens' comments on matters involving Township business. To maintain a respectful and productive atmosphere for public discussion during a virtual meeting, the following guidelines will apply:

- 1) Meeting participants are asked to mute their device to improve the sound quality for everyone else.
- 2) Those with questions or comments for anyone at the meeting are expected to keep the substance and tone respectful.
- 3) Only one person speaks at a time.
- 4) Participants who wish to speak are asked to click "raise hand" - or press * 9 on their phone. Please wait to be recognized by the Chair before speaking.
- 5) Commenters will share their name and address for the minutes.
- 6) In the interest of time, the Board may limit speakers to three minutes each.

When meetings involve long agendas and/or topics about which many people may want to comment, the following additional ground rules may apply:

- 7) The Board has discretion to decide that first preference for speaking will be given to West Whiteland residents, followed by non-residents if time permits. The Chairman will announce at the beginning of the meeting when this procedure will apply and ask that all speakers give their name and address.
- 8) Participants will refrain from asking questions or responding out of turn to the speakers or the Supervisors.
- 9) Speakers will be asked to keep their comments as brief as possible and limit repetition of comments to allow time for others to get their turn.
- 10) Time limits may be set when needed due to the length of the agenda.



MEMORANDUM

DATE: November 6, 2020
TO: Board of Supervisors
FROM: John R. Weller, AICP
Director of Planning and Zoning
SUBJECT: Ship Run
Conditional use application

APPLICANTS: Ship Run Developers, LLC
c/o Joseph Behrle
1 Overlook Cir.
Media, PA 19063

690 East Lincoln Associates, LLC
c/o E. Kahn Development Corp.
120 Pennsylvania Ave.
Malvern, PA 19355

SITE ADDRESSES: 500 E. Lincoln Hwy.
Exton, PA 19341

112 S. Ship Rd.
Exton, PA 19341

TAX PARCELS: 41-5-176 (part), 41-5-177.1, and 41-5-177.2 (part)

ZONING: O/R, Office/Residential

DESCRIPTION: Construction of 95 single-family detached dwellings and 68 townhouse dwellings on a 77.68-acre lot. Conditional use review is required pursuant to §325-124.A of the West Whiteland Township Zoning Ordinance (“Zoning”) for the construction more than twenty dwelling units.

Motion: To direct the Township Solicitor to prepare a Decision and Order granting conditional use approval to the application of Ship Run Developers, LLC and 690 East Lincoln Associates, LLC for the construction of 95 single-family detached dwellings, 68 townhouse dwellings, and appurtenant infrastructure and improvements as depicted on the 19-sheet plan set prepared by D.L. Howell dated April 10, 2020 and most recently revised September 25, 2020 (“Plan”) to include the following seven (7) conditions:

1. Occupancy Permits shall not be issued for any of the townhouse units until the portion of the Couplet south of Lincoln Hwy. is constructed and open for public use.
2. Additional stormwater quality measures shall be incorporated into the final design of the stormwater management facilities, pursuant to comment #7 of the Spotts, Stevens and McCoy (“SSM”) review dated October 14, 2020.

3. The stormwater management facilities shall be revised to minimize intrusion into the riparian buffer areas to the satisfaction of the Township, pursuant to comment #8 of the SSM review dated October 14, 2020.
4. Ownership and maintenance provisions for the stormwater management facilities shall be clearly established to the satisfaction of the Township, pursuant to comment #10 of the SSM review dated October 14, 2020.
5. The Applicant shall continue to work cooperatively with the Township and the County to facilitate the County's acceptance of ownership of the multi-modal path shown on the Plan. Documentation of such acceptance shall be required as a condition of approval of the land development plan.
6. It is understood that the Applicant is continuing to work with the Township and PennDOT regarding the final alignment of the southern terminus of the Couplet and the multi-modal path. The approved alignment may therefore differ from what is shown on the Plan but shall in any event be found satisfactory to the Township.
7. All remaining consultant concerns shall be resolved to the satisfaction of the Township in the course of the land development review process.

Background

Portions of three different properties comprise the subject tract, the largest of which is the southern portion of the Laborers' Training Facility ("LTF") at 500 E. Lincoln Hwy. The Applicants for this plan and the owner of the LTF have submitted a separate subdivision plan that will create the property shown here (62.53 acres for the single-family portion and 15.15 acres for the townhouse section) and a 3.79-acre site for commercial development on the former Entenmann's property, which is being reviewed separately. The subject tract has approximately 400 feet of frontage along E. Lincoln Highway and three separate frontages along S. Ship Road totaling about 1,000 feet. There are a handful of existing structures on the lot, all of which will be removed as part of this project. The site is moderately to gently sloping, with scattered areas of steep slopes, most of which are man-made. Ship Road Run stream, a tributary of Valley Creek, crosses the eastern side of the tract; as shown on the drawing, there are extensive wetlands and FEMA-designated flood hazard areas - much of them wooded - associated with this stream.

The Applicant proposes to develop the tract for residential use under the "high-density single-family" option allowed by §325-15.1.D(3) of the Zoning. The area west of Ship Road Run features 95 single-family detached dwellings on lots as small as 7,000 sq.ft. (0.16 acre), which is the minimum area allowed. The existing driveways for the LTF from E. Lincoln Highway and S. Ship Road will be expanded and improved to public-street standards to give access to the new community. The area east of Ship Road Run will be developed with 68 townhouses. This section includes a new road (labelled "Couplet (one-way)") consistent with the Township's Transportation Capital Improvements Plan. The Zoning Officer has determined that the plan is consistent with the applicable area and bulk standards of the Zoning.

We received this submission at the same time as the conditional use application of 690 East Lincoln Associations for the commercial development on the adjoining site. While these are separate projects with different developers, they have been working cooperatively, as noted in several of the consultant reviews.

The Township Historical Commission reviewed this application at their meeting of June 8, 2020 and determined that there would be no adverse impact upon the nearby historic structures.

The Township Planning Commission reviewed this application at their meetings of June 9 and October 20, 2020. At the conclusion of discussion at the second meeting, the Commission unanimously passed a motion recommending that the Board approve the conditional use application. The motion included the seven conditions listed above in the recommended Motion.

The hearing for this application officially began on October 28, 2020, but it was immediately continued on the record at the request of the Township; tonight's hearing therefore features the first testimony pertinent to this application.

Criteria for approval of a Conditional Use

The criteria for Conditional Use approval are found in §325-124.C(1) of the Zoning.

- (a) The proposed use shall meet all of the specific standards and regulations for eligibility which appear in the section of the Zoning Ordinance authorizing the proposed conditional use.

The project requires conditional use review pursuant to §325-124.A of the Zoning for the construction of more than 20 residential units. There are no additional standards required for such development, so the project need only comply with the area and bulk standards for the high-density single-family option in the O/R zoning district, as per §325-15.1.D(3) of the Zoning. The Zoning Officer has determined that the zoning data provided on Sheet 1 of the plan set are correct, and the information provided on the drawing documents that the project complies with the applicable Zoning standards.

This criterion has been met.

- (b) The size, scope, extent, and character of the exception desired is consistent with the plan for future land use in West Whiteland, and with the spirit, purpose, and intent of the Zoning Ordinance.

The project site was part of the study area for the "Lincoln Highway and Whitford Road Corridors Plan," which was adopted as an amendment to the Township Comprehensive Plan in March 2015. The "Future Land Use Recommendations" map in that plan included this property in an area designated "MU1," which allows a combination of office and residential uses. This area was subsequently re-zoned O/R Office/Residential to be consistent with that plan, and the area around the Ship Road intersection was later made subject to an overlay provision allowing commercial uses at this historically commercial crossroads.

In June 2019, the Township again amended the Comprehensive Plan to incorporate the Bicycle and Pedestrian Plan. This plan calls for a multi-modal trail connecting the Chester Valley Trail and the County's proposed extension to that trail along the former Norfolk Southern rail line adjacent to the Exton By-Pass, consistent with a recommendation in Chester County's 2017 Chester Valley Trail Extension Study. That connecting trail passes through this tract in general alignment with the "Couplet" road. The Applicant's Plan (as seen most clearly on Sheet 2) features a "12' wide asphalt multi-modal path" consistent with both Township and County plans and policies.

Staff is satisfied that this criterion has been met.

- (c) The suitability of the property for the use desired and the new or expanded use, if approved, will be susceptible of regulation or restriction by appropriate conditions and safeguards.

The Board of Supervisors has the right to attach reasonable conditions to any conditional use application and to make provisions for the enforcement of those conditions. This criterion has been met.

- (d) The public interest in, or the need for, the proposed use or change, and the proposal will serve the best interest of the Township, the convenience of the community (where applicable), and the public health, safety, morals, and general welfare.

The Township's Comprehensive Plan establishes "the best interest of the Township;" §325-2.A of the Zoning states that its overall purpose is to promote, protect, and facilitate the public health, safety, morals, and general welfare. Based upon our conclusion above in (b), Staff is of the opinion that this criterion has been met.

- (e) Where pertinent, the effects of the proposal with respect to congestion on the roads or highways; the most appropriate use of land; conserving the value of buildings; safety from fire, panic, and other dangers; adequacy of light and air; the prevention of overcrowding of land, congestion of population, and adequacy of public and community services will not have a substantially adverse effect thereon.

Our most critical concern among these criteria is road congestion. As noted above, the portion of the tract that will be developed with single-family houses will access the road network at points where there are already driveways to the LTF. Staff is satisfied with both the number and location of accesses. Access to the townhouse portion is limited to access drives from the portion of the new Ship Road Couplet and from Road "D," which will connect the Couplet with existing Ship Road. Staff is also satisfied with these access points.

The Board will recall that the Ship Road Couplet is an improvement featured in our 2015 Transportation Capital Improvements Plan that is designed to accommodate additional traffic at the intersection of Lincoln Highway and Ship Road without worsening existing congestion. As shown on this plan, these Applicants will be building the portion of the Couplet south of Lincoln Hwy.

With the inclusion of the Couplet portion as shown and the related accommodations for pedestrians and bicyclists, Staff is satisfied that concerns related to road congestion have been addressed. The other considerations cited in this section are largely satisfied through compliance with the Zoning regulations. While additional residents will increase demand on public and community services, Staff is of the opinion that this impact will not be "substantially adverse."

Staff is satisfied that these criteria have been met.

- (f) The proposed change is reasonable in terms of the logical, efficient, and economical extension of public services and facilities including, but not limited to, public water, sewers, police and fire protection, transportation, and public schools.

This project will not require any extension of the existing public sewer or water supply network. Neither the Fire Marshal nor the Chief of Police express any concern in their reviews (attached) regarding anticipated additional demand for the services of their respective departments. As noted above, the project includes the construction of a public road segment consistent with Township planning documents. We expect that these homes will be attractive to families with school-aged children, so there will be some impact on the

public school system albeit one that we consider “reasonable” as stated in the condition. Staff notes that the Township is required by law to advise the School District when we approve a residential project. Staff will, of course, make sure that such notice is provided.

Staff is satisfied that these criteria have been met.

- (g) The natural features and processes characterizing the proposed site and its surroundings shall not suffer unmitigated degradation; that the management of stormwater, the provision of water and/or sewer service, and any other alterations to the site’s predevelopment conditions shall be consistent with Township goals, practices, and plans in these regards and that demand for water and energy by the proposed use shall be minimized to the optimal extent.

The Plan shows several existing sheds and outdoor storage areas on the portion of the tract to be developed with single-family houses; in addition, the LTF once used this area for training earthmoving equipment operators. The townhouse area was part of Entenmann’s bakery and delivery operation. Given this history, these areas are not now in a “natural” condition, and the only meaningful natural area on the tract is the Ship Road Run stream corridor, which the Plan shows will be permanent open space.

For conditional use applications, it is our practice to require that applicants demonstrate the feasibility of their stormwater management strategy, although final design is not required until the land development phase. Comments #6 through #12 of the attached review by SSM indicate that the provisions are satisfactory, although they recommend that the design continue to be refined during the land development review stage.

Staff is satisfied that this criterion has been met, and SSM’s recommendation is included in the Recommended Motion.

- (h) The character and type of development in the area surrounding the location for which the request is made and the proposed change or modification, if permitted, will constitute an appropriate use in the area and will not substantially injure or detract from the use of surrounding property or from the character of the neighborhood.

Our principal concern on this point is the proximity of the proposed townhouses to the existing businesses along Ship Road. During discussion on the Zoning amendment for this tract in 2019, some of the owners of these properties expressed this same concern. Staff notes that this issue cuts both ways: long-standing Township businesses should not need to restrict their operations due to complaints from new residents, particularly since there was no expectation of residential development here until the 2019 amendment. Conversely, we do not want new residents’ quality of life adversely impacted by the legal and normal operations of existing businesses. Therefore, the required buffers between the businesses and the proposed houses are critical. The attached review by Theurkauf Design and Planning (“Theurkauf”) advises that, while these buffers are narrower than required, they are satisfied that it will be possible to design and landscape them such that they will provide the intended buffering function.

In the single-family area, buffering will be critical along the Exton bypass and the western tract boundary. Theurkauf advises that the Applicant has shown that they will be able to satisfy the buffer requirements here.

Staff is satisfied that this criterion has been met.

- (i) Development of highway frontage insofar as possible has been designed so as to limit the total number of access points, reduce the need for on-street parking, and encourage the frontage of buildings on parallel marginal access roads or on roads perpendicular to the highway.

As noted above, the existing driveway accesses from Lincoln Highway and Ship Road to the LTF will be upgraded to serve the single-family area; access to the townhouse portion will be restricted to proposed new roads. The project will therefore not result in any new access points on any existing road. There will be no on-street parking. We note that some of the townhouses will have frontage on Ship Road, but there is no driveway access to Ship Road.

Staff is of the opinion that these criteria have been met.

- (j) The probable effects of proposed development on highway congestion have been considered, and adequate access arrangements are provided in order to protect major highways from undue congestion and hazard.

The Applicant's traffic impact study has been reviewed for the Township by McMahan Associates ("McMahan"), and they have concluded that the issue of congestion has been satisfactorily addressed.

Staff is satisfied that this criterion has been met.

- (k) The impact upon on-site and adjacent historic resources of the Township has been mitigated.

There are three identified historic resources within three hundred feet of this property:

- **House at Turnpike Station (John W. Bunker & Son antique store), 431 E. Lincoln Hwy. - Class I, Township Site #308**
- **Exton Hotel apartments, 439 E. Lincoln Hwy. - Class I, Township Site #309**
- **Williams Cabins, 513 E. Lincoln Hwy. - Class I, Township Site #348**

The Township Historical Commission reviewed this project at their meeting on June 8, 2020, expressing concern about the impact of traffic and advising that landscaping be used to mitigate its effect. They concluded their discussion by passing a motion in favor of Board approval of the application. The Township's historic preservation consultant reviewed this application in correspondence dated May 12, 2020 (attached) and concluded that because the area proposed for development "...is generally isolated from the historic resources..." there would be no adverse effect by this project upon the historic resources.

Staff is satisfied that this criterion has been met.

- (l) Where the property or a portion of the property that is the subject of the application is improved at the time of the conditional use application, the Township may require that any existing development and/or uses on the property comply with all previous conditions of approval of a land development, subdivision, conditional use, special exception, zoning variance, or waiver of any provision of Chapter 281, Subdivision and Land Development, previously granted for the property.

There are no such conditions relative to the existing development on the subject property; this is a moot issue.

Consultant Reviews

Lighting plans are not required for conditional use applications, and none has been provided here, so there is no review from Stubbe Consulting, our lighting consultant. The Board will also note that our usual traffic engineer, Traffic Planning and Design, is the Applicant's consultant. For this reason, McMahon is the Township traffic consultant for this project and is the author of the review summarized below.

- **SSM review dated October 14, 2020.** Conditional use applications need not include a fully engineered stormwater management plan, but Applicants must demonstrate the *feasibility* of a proposed management strategy. Comments #6 through #12¹ address these provisions, concluding that what is shown is satisfactory for a conditional use application. Comment #12 directs a revision to the Applicant's analysis, but it appears that it will not materially affect SSM's conclusions, and the Applicant has already agreed to it verbally. During the land development phase of the review, SSM recommends additional water quality measures for runoff, refining the design to minimize intrusions into the riparian buffer zones, and clarification of ownership and maintenance responsibilities among the various owners. The Planning Commission agreed, and these measures are included above in the recommended Motion.
- **Theurkauf review dated October 9, 2020.** Detailed landscaping plans are not required for conditional use applications, but the application must demonstrate that the project can accommodate all required landscaping. Comment #1 summarizes the review, stating that feasibility of compliance has been demonstrated although some partial waivers will be required to various buffer width minimums. Theurkauf notes that in some cases the inability to meet the minimum width is due to the Couplet. The Board will recall that the Planning Commission and Staff generally support waivers from the buffer width standard where an applicant is able to demonstrate that the proposed landscaping will still satisfy the intent of the requirement. Comments #6 through #8 review the landscaping as shown, noting a variety of (relatively minor) deficiencies in the details, concluding that the plan shows feasibility of compliance.

Comment #3 expresses concern about the lack of active recreation areas, particularly for the townhouse portion of the project, and the lack of any connection between the townhouse and single-family areas. This latter point may be addressed by a revision to the alignment of the multi-modal path that was discussed in a meeting with Staff on October 8. As described in comment #4c, it was noted at that meeting that aligning the southern section of the path to go behind (west of) the Aqua PA property would enhance the experience for trail users, provide a pedestrian connection between the phases of the project, and allow a better connection to the planned Chester Valley Trail extension. The Planning Commission and Staff both favor such a revision to the alignment as shown on the Plan; condition 6 of the recommended Motion allows for ongoing adjustments to the alignment.

- **McMahon Associates ("McMahon") review dated October 14, 2020.** Most of this review concerns various aspects of the Couplet, which are topics of ongoing discussion among the Applicant, the Township, and PennDOT. We expect that these issues will be resolved independently of the review of this development; even so, the Planning Commission and Staff advise that occupancy of these units be contingent upon the Couplet being available for public use. Comment #1 states that the entire Couplet should be constructed at once and not in phases. Staff agrees and adds that the Township is coordinating construction of the north leg to that end.

¹ There is a numbering error in the review: there is no comment #9.

Of the comments related to the design of the project, Staff notes two in particular:

- Comment #13 recommends a minimum driveway length of 20 feet; Staff concurs.
- Comment #14 questions whether Road A should be more circuitous to discourage cut-through traffic. It appears to Staff that using Road A would not be any quicker than using the Couplet, unless the Couplet were blocked for some reason, in which case Road A would provide a useful alternative. Staff is satisfied with the road configuration as shown.

Finally, comment #16 states that the project is subject to payment of a traffic impact fee estimated to be \$160,993.80 but adds that the Applicant will be entitled to a credit toward that fee equivalent to the cost of constructing their portion of the Couplet. We expect that the construction cost will exceed the fee amount, resulting in no cash payment to the Township.

- **Finance Director memorandum dated May 8, 2020.** Ms. Jones reviewed the fiscal impact analysis provided by the Applicant with this submission, and she confirms that the figures in the analysis are correct to the best of her knowledge. A net positive fiscal impact is projected for the Township and a negative impact is projected for the School District.
- **Fire Marshal memorandum dated June 5, 2020.** Mr. Moses has no concerns about the proposed design but notes the need for signage of fire lanes and consideration of fire hydrant locations during the land development review phase.
- **Police Chief memorandum dated May 15, 2020.** Chief Catov expresses concern about the potential for northbound traffic on Ship Road being blocked by drivers turning into the site.
- **Public Works Director memorandum dated October 14, 2020.** Mr. Otteni advises that discussion is continuing regarding the final alignment of the southern end of the Couplet; similarly, the Applicants and the Township are continuing coordination with PennDOT on ownership and construction standards. We expect that these efforts will continue through the land development review process.

Staff Comment

The project is generally consistent with the design presented during the 2019 Zoning amendment review and still includes significant road and trail improvements. The Planning Commission and Staff are satisfied that the conditional use criteria have been met.

Staff has no objection to Board action on the Motion as proposed by the Planning Commission and shown at the beginning of this memorandum.

Attachments

1. SSM review dated October 14, 2020.
2. Theurkauf review dated October 9, 2020.
3. McMahon review dated October 14, 2020.
4. CHG review dated May 12, 2020.
5. Finance Director memo dated May 8, 2020.
6. Fire Marshal memo dated June 5, 2020.
7. Police Chief memo dated May 15, 2020.
8. Public Works Director memo dated October 14, 2020.
9. Plan set dated April 10, 2020, most recently revised September 25, 2020.



October 14, 2020

Mr. John R. Weller, AICP
Director of Planning and Zoning
West Whiteland Township
101 Commerce Drive
Exton, PA 19341

RE: 500 E. Lincoln Highway
Laborer's Union Residential Development
Conditional Use Application
SSM File 101008.0343

Dear Mr. Weller:

We have reviewed the above-referenced submission consisting of the following:

- Laborer's Union Residential Development Conditional Use Plans (19 Sheets), prepared by D. L. Howell & Associates Inc., dated April 10, 2020, most recently revised September 25, 2020.

Ship Run Developers, LLC and 690 East Lincoln Associates, LLC are proposing to subdivide parcels 41-5-176, 41-5-177.1, and 41-5-177.2 into four (4) parcels which comprise the tract area. Separate parcels for the (1) existing Laborers' District Council building, (2) Convenience Store / Commercial Development, (3) a 95 unit single-family detached dwelling development, and (4) a 68 unit townhouse development are proposed. This plan, the Laborer's Union Residential Development [parcels (3) and (4)], is proposed to be built in two phases with the single-family detached dwelling development being Phase 1 and the townhouse development being Phase 2.

This project is proposed to be developed concurrently with the proposed Commercial Development at the intersection of E. Lincoln Highway (SR 0030) and Ship Road (SR 1001). Part of this project includes the installation of a portion of a future couplet road which is in the Township's Transportation Capital Improvement Plan.

The tract is bound by East Lincoln Highway - Business Route 30 (SR 3070) to the north, Ship Road (SR 1001) to the East, Exton Bypass - Route 30 (SR 0030) to the south, and properties zoned TC - Town Center to the west. The project is located in the O/R - Office Residential zoning district. The proposed use of single-family detached dwellings and multi-family dwellings are permitted as a Conditional Use under the Township Zoning Ordinance. We have the following comments.

Issues regarding landscaping and buffering, traffic and pedestrian circulation, and lighting will be addressed by Theurkauf Design and Planning, McMahon Associates, Inc., and Stan Stubbe respectively.



WAIVER REQUESTS

The following waivers have been requested:

1. Section 270-20 – A waiver from the infiltration requirements due to karst geology and associated sinkhole risk, and existing groundwater contamination. Bio-Filtration and slow release are proposed in lieu of Infiltration. We support the waiver request.
2. Section 281-16.B – A waiver to permit 30-inch by 42-inch plan sheets in lieu of the maximum permitted twenty-four-inch by thirty-six-inch plan sheets. We have no objection to the requested waiver.
3. Section 270-15.T. – A waiver to permit disturbance, grading, and other associated improvements including the Couplet Road within the Riparian Buffer located along the eastern side of the stream that bisects the site. We support the waiver request subject to comment 8 below.

COMPLIANCE WITH CONDITIONAL USE STANDARDS

4. The application shall demonstrate the architectural compatibility of the proposed residential units via the submission of architectural building plans with renderings of the single-family detached dwellings and townhouses, Section 325-124.C(1)(h). It is our understanding that the applicant will provide testimony regarding the architecture of the units.
5. The Board of Supervisors may impose additional conditions that are reasonably necessary to assure that the intent of the Zoning Ordinance is complied with, Section 325-124.C(2).

COMPLIANCE WITH STORMWATER MANAGEMENT ORDINANCE

6. Section 270-20 identifies the stormwater infiltration requirements; Section 270-20.E states that a waiver from §270-20 shall only be considered by the Township if a minimum of 0.5 inch of runoff from the entire site cannot be physically infiltrated. The stormwater and geological reports note that conventional infiltration practices cannot be accomplished due to karst geology which is susceptible to sinkhole activity. We previously suggested that stream restoration be considered as an alternative and suggested that a cost benefit analysis be provided. The design engineer's response indicates that the applicant did consider stream restoration but the cost was excessive (almost \$2 million). Upon review of the stream restoration concept design, we concur that stream restoration is not a viable alternative. Since the design does demonstrate feasibility of meeting ordinance requirements as presented, we recommend that the stormwater aspects of this application may be approved subject to the remaining comments in this letter.
7. The Township may require additional stormwater control measures for stormwater discharges to special management areas, Section 270-15.P. The proposed site drains to Valley Creek which is identified by PaDEP as both an impaired stream and CWF (Cold Water Fishes). We recommend that additional water quality BMP's be incorporated into the stormwater design. Pretreatment (i.e. a water quality train) shall be provided, Section 270-19.F. These may be provided at the Land Development stage and will be subject to review at that time.
8. Riparian Buffer Areas (RBA) are required to be provided adjacent to perennial streams, intermittent streams, waterways, and wetlands. The RBA shall consist of three zones: Zone 1 is a minimum 25 foot setback, plus wetlands, measured from the top of the stream bank where no disturbance of vegetation or soil shall be permitted except for restoration or reforestation activities; Zone 2 is a 125 foot area beyond Zone 1 where ground cover may be minimally disrupted but may not be impervious



and should consist primarily of woodlands or a dense grass filter strip; and Zone 3 is a 25 foot minimum setback from Zone 2 where stormwater discharge and level spreading is permitted (i.e. the total width for the three zones is a minimum of 175 feet from the top of streambank), Section §270-15.T. We offer the following comments for your consideration:

- a. Portions of the proposed southbound couplet of Ship Road will encroach into Zone 1. No disturbance of vegetation or soil shall be permitted except for restoration or reforestation activities, Section 270-15.T(2)(a). We only recommend a waiver for encroachments into Zone 1 for the roadway construction where runoff will be directed to stormwater treatment facilities and not directly into Zone 1. The design engineer has confirmed that this is the intent.
 - b. The Plans propose improvements and level spreaders in Zone 2 (and slightly into Zone 1) where they are not permitted. Within Zone 2, disturbance of natural vegetative cover shall be limited to selective logging (not to exceed 25%) and other activities that minimally disrupt the existing tree and soil cover. The purpose of this limitation is to maximize filtering and overall physical removal of particulate-form pollutants from runoff generated upgradient and to promote subsurface vegetative uptake of nitrogen and other nonparticulate elements from stormwater generated upgradient, Section 270-15.T(2)(b). We recommend that the encroachments of the level spreaders into Zone 1 be minimized to the fullest extent possible and concur with the design engineer's assessment that their locations may be further assessed during the Land Development stage such that they are located as far back from the stream as possible.
10. We recommend that additional water quality BMP's be incorporated into the stormwater design addressing runoff to Points of Interest North and West. Pretreatment (i.e. a water quality train) shall be provided, Section 270-19.F. We concur with the design engineer that these may be provided during the land development process. However, we recommend that they be placed outside of the road right-of-way.
 11. This plan has been submitted as part of the same Conditional Use application as the 690 E. Lincoln Highway (Laborer's District Council) commercial development. Ultimately, each development will contain separate properties and the stormwater management facilities required for and owned by each property will need to be clearly identified. The plans and calculations must clearly indicate which stormwater management facilities will serve and be part of the commercial property and which will serve and be part of the residential property. Since the townhouse property is proposed as a separate phase from the single family housing, the design will need to demonstrate that each project can stand alone regarding stormwater management. The design engineer's response suggests that the townhouse stormwater management facilities may be part of the commercial development or vice versa. The Land Development plan will either need to demonstrate that the townhouse and commercial stormwater management facilities each stand alone or that these two properties will be party to an acceptable arrangement for shared stormwater facility ownership and maintenance.
 12. The pre-developed drainage area titled "DP001" partially follows the limits of the proposed drainage area in order to determine the increase in volume. For determination of allowable peak flow rates, however, DP001 must be delineated based purely upon pre-development patterns. In this instance, the upper portions of this watershed currently flow onto the properties of 2 and 4 Tabas Lane. The drainage plan suggests that this watershed currently flows to E. Lincoln Highway at the LDC entrance, thus artificially inflating the pre-developed flow rates for DP001. The area flowing to 2 and 4 Tabas Lane must be eliminated from DP001 and the pre and post developed drainage area to 2 and



4 Tabas Lane analyzed separately. The design engineer has agreed and will adjust the analysis as part of the Land Development application.

GENERAL

13. As the two developments covered by this single Conditional Use application will ultimately be two separate Land Development applications and will require parcel consolidation and subdivision, we recommend that at the next stage a third application be added. The third application would be a parcel consolidation and subdivision plan that would proceed to approval and recording before the two Land Development Plans would receive final approval. The engineer's response states that a lot consolidation/subdivision plan is being prepared and will be submitted and processed prior to the Land Development plans.

If you have any questions please feel free to call me.

Sincerely,
Spotts, Stevens and McCoy

A handwritten signature in blue ink, appearing to read "Kent L. Morey", is written over the typed name.

Kent L. Morey, P.E.
Senior Engineer
kent.morey@ssmgroup.com

cc: Mark Stabolepszy, P.E.



M E M O R A N D U M

TO: John Weller, AICP, West Whiteland Township Planning Director and Zoning Officer
Justin Smiley, AICP, Township Planner
David W. Gibbons, P.E., D.L. Howell & Associates, Inc.
Patrick J. Stuart, RLA, Stuart Associates LLC

FROM: Edward A. Theurkauf, RLA, ASLA, APA

DATE: October 9, 2020

SUBJECT: **REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

Please note our review comments pertaining to the following documents received on 10-5-20, and to a site visit on 4-28-20:

- Conditional Use Plan by D.L. Howell & Associates, Inc. consisting of 19 sheets;
- Recreation Impact Statement dated 4-17-20 by EH Creative Services, LLC; and
- Response letter from Patrick Stuart dated 9-29-20.

Issues that have been addressed are so noted. New comments are in **bold**.

**REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

October 9, 2020

1. Conditional Use Requirements – In accordance with section 325-124.A (ZO), the conditional use plan shall demonstrate feasibility of compliance with all pertinent requirements, and with standards specific to conditional uses.

With the exception of waivers on screen and perimeter buffers, compliance with Township requirements and standards is judged to be feasible.

2. Plan Layout – **Layout concerns have been addressed as follows:**

- a. Ponds – There are ponded areas on site that are in conflict with residential development on lots 42, 43, 44, 45, 88, 90, 91, and 92. The Jurisdictional Determination is that these ponds are not regulated wetlands. **Township staff has indicated that development in these areas does not constitute degradation of natural features.**

- b. Woodlands – **Although woodland disturbance is not minimized, the second growth forest on site is less than 40 years old, and there are few trees of over 12-inch DBH. Compliance with the Township’s Compensatory tree requirements is judged to be feasible.**

- c. Pedestrian and Bicycle Accessibility – **In accordance with the 2019 Township Bicycle and Pedestrian Plan, a proposed High Priority bicycle/pedestrian loop trail is proposed along the Ship Road Couplet. Future connections to the County trail system will be implemented by the County.**

3. Open Space/Recreation Amenities – Section 281-47.D of the subdivision and land development ordinance (SLDO) requires that open space and recreation areas meet the needs of the community. The plan indicates about 34 acres of open space, and a 4,400 linear foot trail around the detached single family lots, **with an off-site connection to the Chester Valley Trail to the west.**

A playground is proposed within the single family part of the development, but none in the townhouse section. Due to the lack of pedestrian connections between the two parts of the development, residents of the Townhouses would have no pedestrian accessible playground facilities. The Recreation Impact Statement (RIS) projects that the proposed townhouse development will house (15) preschoolers and elementary school age children.

Compliance is judged to be feasible, but without a trail connection between the two residential components, it is recommended that a playground be added to the townhouse section.

4. Pedestrian and Bicycle Accessibility – Section 325-15.1.A.1 (ZO) states that projects within the O/R district shall facilitate multimodal transportation. Section 325-37.A.7.a (ZO) requires development to provide pedestrian facilities that implement the Township Comprehensive Plan. Section 325-

**REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

October 9, 2020

15.1.D.3.g (ZO) requires sidewalks on at least one side of all streets, but a Lincoln Highway sidewalk may not be required if satisfactory connection to the tract perimeter is provided.

- a. Lincoln Highway – **When the County extends the bike and pedestrian loop trail to connect the townhouse and single family components of the project, access across the site will be provided consistent with the Zoning Ordinance and the Comprehensive Plan.**
- b. Bicycle and Pedestrian Loop Trail – The plan indicates a **twelve foot wide** multi-use trail along the proposed Ship Road Couplet. **In order to facilitate connectivity across the site and to the County’s future trail system, a trail easement should be established behind the Aqua PA site or along the Ship Road frontage.**
- c. Perimeter and Interior Trails – The townhouse units have no pedestrian connection with the single family component of the development. **In order to facilitate this connection, an easement should be established behind the Aqua PA site or along the Ship Road frontage.**

Compliance is judged to be feasible, if the plan is revised to include an easement for future extension of the Loop Trail.

5. Tree Protection and Compensatory Plantings – Section 281-34.A (SLDO) requires that every effort be made to preserve mature trees and other significant existing vegetation. Compensatory plantings per section 281-34.G (SLDO) are required for mature trees that are removed.

Although the proposed layout does not minimize woodland disturbance, the second growth forest on site is less than 40 years old, and there are few trees of over 12-inch DBH. Compliance with the Township’s Compensatory tree requirement is judged to be feasible.

6. Screen Buffer – Section 281-35.A (SLDO) requires 50-foot-wide screen buffers from non-compatible uses along the site perimeter. Buffers do not meet the required width in the following areas:
 - Road 1 encroachment along the Laborer’s Union at lots 7-9
 - At the commercial/industrial outparcels on Ship Road, 5 townhouses, 11 parking spaces, driveways 2 and 3, and stormwater basin 4
 - South of the proposed commercial parcel, 1 townhouse and 30 parking spaces

Site conditions and the Ship Road Couplet have driven a plan layout where the required buffer widths are not met. Therefore, waivers on screen buffer width in these areas can be supported if the plan fulfills the functional objective of the buffer requirement. In the case of the Laborer’s Council buffer, an easement should be established to accommodate required plantings that will not fit on site.

**REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

October 9, 2020

Screen buffer plantings in accordance with section 281-35.D (SLDO) are required and proposed as follows:

<u>Buffer/ Length</u>	<u>Plant Type</u>	<u>Required</u>	<u>Proposed</u>
Ship Road, Springdale House / 75 LF	Shade Tree	2	0
	Evergreen Tree	3	7
	Large Shrub	8	26
Townhouse Boundary 3 / 245 LF	Shade Tree	5	5
	Evergreen Tree	10	18
	Large Shrub	25	25
Townhouse Boundary 2 / 440 LF	Shade Tree	9	3
	Evergreen Tree	18	30
	Large Shrub	49	31
Townhouse Boundary 1 / 296 LF	Shade Tree	6	6
	Evergreen Tree	12	18
	Large Shrub	30	30
West Boundary / 2,444 LF	Shade Tree	49	49
	Evergreen Tree	98	98
	Large Shrub	244	244
Laborer's Boundary West / 1,010 LF	Shade Tree	20	15
	Evergreen Tree	40	37
	Large Shrub	101	86
Laborer's Boundary South / 592 LF	Shade Tree	12	13
	Evergreen Tree	24	24
	Large Shrub	59	59
Commercial Parcel / 540 LF	Shade Tree	11	0
	Evergreen Tree	22	0
	Large Shrub	54	50*

*** Equivalent value of 24 inch parking lot screen shrubs**

All buffer plantings except **Laborer's District Council West** and the Commercial Parcel have plantings that meet the functional and value requirements, and we recommend they be found acceptable consistent with section 281-33.D.9 (SLDO).

If the Township grants partial waivers on screen buffer width, and if the plan is revised to show an easement for required screen buffer plantings on the Laborer's Council property adjacent to

**REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

October 9, 2020

Road A, feasibility of compliance will be demonstrated. Additional required screen buffer plantings shall be provided at land development.

7. Perimeter Buffer – Section 281-35.E (SLDO) requires 25-foot-wide perimeter buffers along Lincoln Highway and around stormwater basins. **Naturalistic basins with native vegetation and 4:1 side slopes are not required to have buffers.** Buffers do not meet the 25 foot required width in the following areas:

- Basin 1, along Lincoln Highway, Lot 1, and Road A
- The existing basin, along Road A
- Basin 4, along the Ship Road Couplet and Drive 3
- Basin 5, along the Couplet

Perimeter buffer plantings in accordance with section 281-35.E (SLDO) are required and proposed as follows:

<u>Buffer/ Length</u>	<u>Plant Type</u>	<u>Required</u>	<u>Proposed</u>
Lincoln Hwy West/ 250 LF	Shade Tree	3	3
	Evergreen Tree	5	5
	Large Shrub	13	13
South Exton Bypass/ 1,460 LF	Shade Tree	15	23
	Evergreen Tree	29	46
	Large Shrub	73	118
Existing Basin/ 125 LF	Shade Tree	1	1
	Evergreen Tree	3	3
	Large Shrub	6	6
Basin 1/ 400 LF	Shade Tree	4	4
	Evergreen Tree	8	8
	Large Shrub	20	20
Basin 4/ 200 LF	Shade Tree	2	2
	Evergreen Tree	4	0
	Large Shrub	10	0
Basin 5/ 450 LF	Shade Tree	5	0
	Evergreen Tree	9	0
	Large Shrub	23	0

**REVIEW COMMENTS – SHIP RUN
CONDITIONAL USE PLAN DATED 9-25-20**

October 9, 2020

On basins 1, 4, and 5, native herbaceous plugs are proposed in lieu of the required buffer plantings. The substandard buffer width at the basins is a function of the road layout. In light of this and the proposed native plug plantings in lieu of seeding, we are supportive of a waiver on the perimeter buffers and plantings for the basins not qualifying as naturalistic.

8. Street Trees – Section 281-36 (SLDO) requires one street tree for every 50 feet of road frontage in addition to required buffer plantings. Street trees are required and proposed as follows:

<u>Frontage/Length</u>	<u>Required</u>	<u>Proposed</u>
Lincoln Hwy/ 385 LF	8	3
Ship Road/ 725 LF	15	15
Road A/ 7,025 LF	141	141
Road B/ 2,980 LF	60	61
Road C/ 1,200 LF	24	26
Road 4B/ 2,500 LF	50	50
Road D/ 1,200 LF	24	24
Drive 1/ 450 LF*	9	9
Drive 2/ 1,125 LF*	23	23
Drive 3/ 590 LF*	12	12

* Drive length measured along road frontages without parking

The plan demonstrates feasibility of compliance for conditional use purposes. Street trees shall be added along Lincoln Highway for compliance at land development.

9. Conclusion – The following shall be resolved as conditions of conditional use approval:
- **Adequacy of playground accessibility for townhouse community**
 - **Easement to facilitate future Loop Trail connectivity**
 - **Waivers on screen buffer width and offsite easement for required plantings**
 - **Waivers on basin perimeter buffers**

Please contact this office with any questions.

October 14, 2020

Ms. Mimi Gleason, Township Manager
West Whiteland Township
101 Commerce Drive
Exton, PA 19341

RE: Traffic Engineering Review - 500 East Lincoln Highway Residential Development
West Whiteland Township, Chester County, PA
McMahon Project No. 920374.11

Dear Ms. Gleason:

McMahon Associates, Inc. completed a traffic review of the proposed residential development located southwest of the intersection of Lincoln Highway (S.R. 3070) and Ship Road (S.R. 1001). The site consists of 95 single-family homes and 68 townhomes. The development proposes a new one-way southbound Couplet Road through the site, which will connect between Lincoln Highway and Ship Road, as well as a new road (Road D), which will connect between the Couplet Road and Ship Road. Access to the townhomes will be provided via several accesses located along the Couplet Road and along Road D. Access to the single-family home portion of the site is provided via a full-movement access along Lincoln Highway and a full-movement access along Ship Road. Our traffic review is based on the following documents.

- *Conditional Use – Residential Site Plan*, prepared by D.L. Howell & Associates, revised September 25, 2020.
- *Ship Road Improvement Concept*, prepared by Traffic Planning and Design, Inc., dated October 7, 2020.
- *Ship Road Couplet Improvement Plan*, prepared by Traffic Planning and Design, Inc., dated October 13, 2020.

Based on our review of the above documents, we offer the following comments for consideration.

1. It is recommended to construct both the northern and southern segments of the Couplet Road improvements at the same time as part of one overall project in order to achieve acceptable traffic operations and mitigate the impact of this development. Without completion of the full length of the Couplet Road, there are unmitigated level-of-service impacts at the intersection of Lincoln Highway and Ship Road and at the intersection of Road D/Springdale Drive and Ship Road, and in addition, there are excessive queues that will extend through adjacent intersections along Lincoln Highway.
2. The Transportation Impact Study assumes construction of a separate westbound Lincoln Highway right-turn lane at the intersection with Ship Road as part of the future Couplet Road improvements to achieve acceptable future traffic operations. However, this lane improvement is not proposed as part of the applicant's traffic improvements. Therefore, it is necessary to confirm whether this lane improvement will be constructed as part of the Township's northern Couplet Road improvement project.

3. We understand the southern section of the Couplet Road is proposed as a public road. Therefore, for proper planning and design purposes, and as previously requested, the TIS must be updated to include an evaluation of the site access intersections along the Couplet Road, as well as all allow traffic movements along the southern section of the Couplet Road and along Ship Road. This analysis should be completed for the Phase 3 development and with completion of the northern section of the Couplet Road.
4. With a new traffic signal along Lincoln Highway at the southbound Couplet Road intersection, the applicant should provide coordination for the system of signalized intersections along Lincoln Highway at the Couplet Road intersection, Ship Road, Belden Boulevard, and Springdale Drive. The applicant's engineer has indicated the coordination will be evaluated during the Highway Occupancy Permit application process.
5. The traffic study assumes 20 percent of the proposed commercial and residential development new site traffic is destined to/from the south along Ship Road towards the intersection with King Road. This intersection should be monitored over time to assess the need for future traffic improvements.
6. The applicant's traffic engineer prepared separate Ship Road Couplet Improvement Concept plans dated October 7 and October 13. The October 13 plan is in response to preliminary review comments by the Township regarding the October 7 plan. As of the date of this review letter, our office has not fully reviewed the October 13 revised concept plan. However, as discussed with the applicant at the meeting on October 8, 2020, it is necessary to arrange a meeting with PennDOT to review the concept plan and verify PennDOT's support for the proposed improvements. This is a critical step, since without support for the improvements, including the alignment and design of the Couplet Road, this may directly impact and jeopardize the layout of the development. This meeting should occur as soon as practical. Also, the traffic study should be updated to reflect the traffic movements that are allowed by the latest revised Ship Road Couplet Improvement Plan dated October 13, 2020, and this updated traffic study, including the latest Ship Road Couplet Improvement Plan should be submitted to PennDOT in advance of any meeting.
7. SALDO Sections 281-26 – We understand the Couplet Road is proposed to be dedicated to the Township or PennDOT. Therefore, it is necessary to verify whether the Couplet Road satisfies Township and PennDOT design criteria. Furthermore, the Couplet Road concept plan shows a horizontal design based on a 35 miles per hour design speed. Please provide additional information regarding the proposed design, including whether superelevation is proposed, and whether there is sufficient tangent length between curves to accommodate the transitions. This information should be provided prior to a meeting with PennDOT. Also, the design/alignment of the Couplet Road should be reflected on the conditional use plans.
8. Detailed review the traffic improvements associated with the development will occur during the land development review and PennDOT HOP review. However, we recommend a condition which clearly details the improvements that are the responsibility of the applicant in lieu of simply relying on the plans. Also, it may be necessary to create a condition which describes a potential interim improvement

scenario if the land development and the southern section of the Couplet Road is constructed before the northern section.

9. SALDO Section 281-25.A – The applicant proposes that Roads A, B, and C within the single-family section of the development will be offered for dedication to the Township. Conversely, Road D within the townhome section of the community is not offered for dedication. The Township should consider this further as part of the overall development approval.
10. SALDO Section 281-31.A – The West Whiteland Township *Bicycle and Pedestrian Plan* envisions crosswalks and pedestrian signals at both the existing Lincoln Highway/Ship Road signalized intersection and the planned Lincoln Highway/Couplet Road signalized intersection. The applicant should coordinate with the Township as part of the overall Couplet Road plan to confirm the scope of the pedestrian improvements, including all necessary ADA facilities, at both of these signalized intersections. Furthermore, the detailed design and review of the pedestrian system, ADA facilities, crossings, signage, striping, etc. will occur during land development.
11. Based on the meeting with the applicant and the County on October 8, the five-foot buffer between the Couplet Road and the 12-foot wide multi-use trail is a minimum width requirement, and therefore, where feasible, the buffer width should be maximized as much as possible. With a minimum buffer area, the County prefers curbing or a fence or some other approved trail element to help separate trail users from vehicle traffic. Furthermore, the County prefers no street trees located in the buffer area. In addition, the need for guiderail should be examined between the trail and any basins.
12. As discussed at the October 8 meeting, where the multi-use trail approaches the Aqua Property at the southern terminus of the Couplet Road, the trail should be realigned onto the single-family home portion of the development in order to avoid the Aqua Property. This will ultimately require a stream crossing. The multi-use trail alignment should tie into Road A and the intersection with Ship Road, and then continue along Ship Road to the southern property line.
13. ZO Section 325-39 – If feasible, and based on our experience with other similar communities, we recommend residential driveways that are at least 20 feet deep for easier access turning into the driveways. This is especially important within the townhouse portion of the community with 16 feet wide alleys. Alternatively, it could be considered to provide wider alleys.
14. Road A provides a new direct connection between Lincoln Highway and Ship Road. It is our opinion that cut-through traffic could be a concern for future residents of the community, especially since direct residential access is proposed to Road A. As such, the applicant should explore the feasibility of a more circuitous internal roadway layout, and/or consider the need for traffic calming along Road A to deter cut-through traffic between Lincoln Highway and Ship Road, especially if Road A is to be offered for dedication to the Township.
15. Access to both Lincoln Highway (S.R. 3070) and Ship Road (S.R. 1001) will require a Highway Occupancy Permit (HOP) from PennDOT. The applicant should copy the Township on all PennDOT submissions.

16. Chapter 295-12 – This development is located within the Township’s Act 209 Service Area, and is therefore subject to the Township’s Transportation Impact Fee, which is equal to \$1,219.65 per new weekday afternoon peak hour trip. Based on the TIS, the site will generate approximately 132 new weekday afternoon peak trips, and the resultant Transportation Impact Fee for the site is **\$160,993.80**. However, in this case, we understand the applicant proposes to construct the southern portion of the Ship Road Couplet between Lincoln Highway and Ship Road, which is contained in the Township’s Act 209 Capital Improvements Plan.
17. Upon resubmission, the applicant's engineer should compose a response letter that describes how each comment has been addressed and where any plan and/or report revisions are located.
18. Additional comments regarding the traffic improvements and/or land development plans may follow upon receipt of future submissions.

If there are any questions or if additional information is requested, please contact our office.

Sincerely,



Christopher J. Williams, P.E.
Vice President & Regional Manager – Mid-Atlantic



ANDREW J. WEIR, PRESIDENT
ajweir@chg-inc.com

PENNSYLVANIA OFFICE
20 Hagerty Boulevard, Suite 3
West Chester, PA 19382
P: (610) 436-9000

May 12, 2020
WC-409

Mr. John Weller, AICP
Director of Planning and Zoning, and
West Whiteland Township Historical Commission
222 North Pottstown Pike
Exton, PA 19341

**Re: Conditional Use Application
Ship Run Residential Development
500 East Lincoln Highway
Exton PA., 19341**

Dear Mr. Weller,

A Conditional Use Application has been submitted by Ship Run Developers, LLC for construction of a residential development at the Laborer's Union Property, at 500 East Lincoln Highway. The 66.9-acre property is in the eastern section of the township, bounded by the Lincoln Highway (Route 30) on the north, the Route 30 By-Pass on the south, and Ship Road to the east. The project site is located within West Whiteland Township's Office/Residential (O/R) zoning district.

It should be noted this project is being developed jointly with 690 East Lincoln Associates, LLC, which is also developing the adjacent Wawa convenience store and commercial buildings on a separate parcel northeast of the 500 East Lincoln Highway site. Although the design of the two projects is being jointly coordinated, the projects have been submitted separately for Conditional Use Approval.

In accordance with the West Whiteland Township Zoning Ordinance, Article XVI: Historic Preservation, Commonwealth Heritage Group (hereinafter Commonwealth) has reviewed the proposed undertaking for potential impacts to the Township's designated historic resources. For this review Commonwealth utilized the following submission documents:

- The Conditional Use Application Narrative, dated April 21, 2020
- Conditional Use Plans, Drawings 1 thru 19, by D.L. Howell Associates, Inc., dated April 10, 2020
- Transportation Impact Study, by Traffic Planning Design, dated April 17, 2020
- Preliminary Stormwater Management Report, by D.L. Howell Associates, Inc., dated April 10, 2020
- Utilities Impact Report, by D.L. Howell Associates, Inc., dated April 10, 2020
- Recreation Impact Statement, by D.L. Howell Associates, Inc., dated April 17, 2020
- Environmental Phase I Report Checklist, by Neo-Technology Associates Inc., September 27, 2019

OTHER LOCATIONS

Alexandria, VA (703) 354-9737 Columbus, OH (614) 549-6190 Dexter, MI (517) 788-3550 Littleton, MA (978) 793-2579
Minneapolis, MN (612) 597-1589 Minneapolis, MN (612) 597-1589 Ogden, UT (801) 394-0013 Tarboro, NC (252) 641-1444
Traverse City, MI (517) 262-3376

No current architectural plans, building elevations or renderings of the proposed residential units were provided for Commonwealth's review. Therefore, other than overall site arrangement and building lot sizes, this review cannot accurately comment on the impact the final architectural design may have on the historic resources.

Historic Resources Impacted by the Proposed Project

In accordance with Section 325-92.A of the Township Zoning Ordinance, Class I, II, or III historic resources listed on the West Whiteland Township inventory that are located within the boundary of a proposed project site or within 300-feet of the boundary of a proposed project site shall be reviewed for potential adverse effect. Commonwealth's review has determined the following historic resources are subject to review.

Listed Historic Resources located within the boundary of the proposed Project Site:

None

Listed Adjacent Historic Resources within 300 feet of the proposed Project Site:

- **Site #309**– 423 E. Lincoln Highway. Exton Hotel/ Exton House/ Ship Station. Built in 1859 by James Beale. Italianate style architecture. Only resource in Township from Chester Valley Railroad.
 - Class I Historic Resource, Listed on the National Register of Historic Places.
- **Site #348**– 511 E. Lincoln Highway. Williams Deluxe Cabins. Motor inn complex built in a mix of Tudor and Spanish Colonial style. Consists of offices, cabins, and a residence.
 - Class I Historic Resource, Listed on the National Register of Historic Places.

Description of the Proposed Undertaking:

The proposed Ship Run residential development is located on a 66.9-acre section of the Laborer's Union Property. The Laborer's Union office building and associated parking will remain at the center of the property, directly adjacent to Route 30 on the north boundary. The proposed residential development will wrap around the Laborer's Union facility on the west, south and east sides. The residential development's site is currently a mix of open and wooded space, extending along the north side of the Route 30 By-Pass. The west portion of the side is adjacent to an industrial warehouse complex. The east border of the site is Ship Road.

Ship Run Developers, LLC proposes to construct a combination of single-family residences and townhomes in two distinct communities. The roadways for the single family and townhouse developments are not interconnected. 95 single family residences are proposed at the western portion of the property on 7,000 square foot lots. 53 townhomes in groups of 3, 4 and 5 units are proposed at the east section of the site, south of the proposed Wawa. The townhouses wrap in a U-shaped configuration around three existing commercial buildings on Ship Road. To reduce Ship Road traffic, A new north-south couplet road is proposed to run on the west side of the townhouses and the Wawa. The two new housing developments are separated by the couplet road, as well as an open space area at the new road's west side. The drawings indicate the project will retain approximately 51% of the overall 66.9-acre site as open space.

The drawings indicate new vegetative buffering along the western and southern boundaries of the single-family housing development. A new U-shaped vegetation barrier will separate the townhouses from the three adjacent commercial buildings. The townhouses are not substantially screened from the Wawa to the north, or Ship Road to the east.

Review of the Potential Effects on Historic Resources:

Commonwealth's review is limited to the potential for effect on the above-mentioned historic resources. Commonwealth conducted a field review at the site of the historic resources to evaluate the potential effect of the proposed project. Our comments are limited to the potential for adverse effect, and recommendations for treatment and/or mitigation.

Two existing historic resources are located within 300 feet of the proposed Ship Run property. They are the Exton Hotel (Site # 309) and The William's Deluxe Cabins (Site #348). The Exton Hotel underwent a very complete and appropriate renovation a few years ago as apartments. The Williams Deluxe Cabins are currently being renovated in a manner sympathetic to their original character. The proposed Ship Run residential development site and the existing Laborer's Union facility are directly across Route 30 from the two historic resources. However, only 5 to 10 new single-family homes at the far west section of the Ship Run property will be visible from the historic sites. They will not be an objectionable intrusion. It may be advisable to provide additional vegetative screening at the rear of the five new residences closest to Route 30. This would screen these houses from the highway and historic resources, a benefit both the new residences and the historic resources.

The east townhouse development is not within 300 feet of the historic resources at the Ship Road and Route 30 intersection. Therefore, no impact is found from the Townhouse development.

Conclusion: The proposed Ship Run residential development is generally isolated from the historic resources in the area. There is only a very minor impact on the Exton Hotel and William's Deluxe Cabin's sites. Commonwealth concludes there is no adverse effect for the Ship Run development.

Should you have any questions or comments please do not hesitate to contact me by cell at 610-350-9564 or e-mail at pyocum@chg-inc.com.

Regards,



Philip Yocum, RA, LEED AP
Preservation Architect

cc: Justin Smiley – WWT
Candice Strawley- CHG

MEMORANDUM



TO: Justin Smiley, Planning & Zoning
FROM: Beth Jones, Finance Director
SUBJECT: Review of Fiscal Impact Analysis – Residential, Laborer’s District Council
DATE: May 8, 2020

Summary

I have reviewed the Fiscal Impact Analysis (FIA) completed by EH Creative Services LLC for the proposed residential development at Laborer’s District Council. Overall, the numbers used and calculations provided appear accurate to the best of my ability to confirm. There are typos in the chart on page 6 – the values do not mirror those in the narrative (p. 6) or the summary (p.12). The values in the narrative and summary are correct and use a \$775,000 single-family estimated market value per unit.

The FIA does not discuss potential impacts related to the Covid-19 pandemic. While outcomes are certainly unknown at the time the FIA was written, it should be noted that the economic uncertainty brought about by the pandemic could play a role in project commencement, progression, and completion, and their related fiscal impacts.

The FIA provides a projected positive net fiscal impact for the Township and a negative net fiscal impact as of project completion for the West Chester Area School District. Not mentioned in the report, but of considerable positive financial impact to the Township is the addition of the southern leg of the Ship Road couplet at the expense of the developer of this project and that of the planned retail/office project on adjacent parcels.

As a reminder for readers:

1. The Township is not permitted to approve or deny a developer’s proposal due to the financial impact on the Township.
2. The Fiscal Impact Analysis is forward-looking and provides projections that are estimates based on factors known or projected at the time of the report.

101 Commerce Drive
Exton, Pennsylvania 19341



Tel: (610) 363-9525
www.westwhiteland.org

Memorandum

DATE: June 5, 2020

TO: John Weller/Director of Planning and Zoning
Justin Smiley/Township Planner

FROM: Mark Moses/Code Administration Officer/Fire Marshal/Assistant
Zoning Officer

RE: Ship Run CU Fire Marshal Review

I have reviewed the above plan and have the follow requirements:

1. Available fire flow provided by Aqua PA will be accepted.
2. Fire Hydrants will be located during the Land Development review process in conjunction with the developer and Aqua PA. Maximum lineal distance for hose deployment from a hydrant shall not exceed 600 feet.
3. Street names shall be provided to the Township for Township and County addressing review.
4. All streets with a width between 24-26 feet shall be posted as fire lanes on both sides. Street at or above 26 feet in width shall be posted as fire lanes on at least one side. Signs shall the international type, double sided, mounted perpendicular to the cartway and shall be spaced a maximum of 150 on center.

Please see me with any questions.



101 Commerce Drive
Exton, Pennsylvania 19341

Tel: (610) 363-0200
Fax: (610) 363-6671
www.westwhiteland.org

M E M O R A N D U M

To: Justin Smiley
From: Joseph M. Catov, Jr. Chief of Police
Date: May 15, 2020
Re: Conditional Use – Wawa Market and Ship Run

Having reviewed the plans as submitted, I have concerns with northbound traffic on South Ship Road turning left into the new development. Depending on traffic volume, this could cause northbound traffic to backup waiting for an opportunity to turn left into the development.

I have no other concerns for this project.

A handwritten signature in blue ink, appearing to read "J. M. Catov, Jr.", is positioned above the printed name.

Joseph M. Catov, Jr.

Chief of Police

MEMORANDUM

DATE: October 14, 2020
TO: John Weller, Director of Planning and Zoning
FROM: Theodore D. Otteni, P.E.
Director of Public Works
**SUBJECT: Ship Run (500 E. Lincoln Highway)
Conditional Use Plan Review**



I have reviewed the plans (19 sheets) for the proposed Ship Run (500 E. Lincoln Highway) with a plotted date of September 25, 2020 and offer the following comments:

1. Coordination is ongoing with the applicant team with respect to roadway ownership and coordination with PennDOT. I am satisfied that the project is heading in the proper direction with respect to the roadway and pedestrian improvements. A condition of approval should be for the continued coordination with PennDOT as well as for developing the HOP for Ship Road.
2. Coordination for the southbound transition of the new couplet road back to the existing Ship Road alignment at the southern end is ongoing between the applicant team and the Township. A condition of approval shall be that the transition from proposed alignment to existing alignment shall be developed to the satisfaction of the Township. The township will continue to facilitate communications with Aqua for partial land acquisition to support the transition.

It is recognized that many of the above comments overlap with comments provided for the 690 E. Lincoln Highway (Wawa) project. Please coordinate with Township representative to discuss development of the new roadway and pedestrian infrastructure.



MEMORANDUM

DATE: November 6, 2020
TO: Board of Supervisors
FROM: John R. Weller, AICP
Director of Planning and Zoning

SUBJECT: 690 E. Lincoln Highway
Conditional use application

APPLICANT: 690 East Lincoln Associates, LLC
c/o E. Kahn Development Corp.
120 Pennsylvania Ave.
Malvern, PA 19355

SITE ADDRESS: 690 E. Lincoln Highway
Exton, PA 19341

TAX PARCELS: 41-5-176 (part), 41-5-177.2 (part), and 41-5-177.3

ZONING: O/R, Office/Residential

DESCRIPTION: Construction of a 5,590 sq.ft. convenience store and gas station on a 3.79-acre lot. Conditional use review is required pursuant to §325-28.2 of the West Whiteland Township Zoning Ordinance (“Zoning”) to allow the construction of a vehicle fueling station.

Motion: To direct the Township Solicitor to prepare a Decision and Order granting conditional use approval to the application of 690 East Lincoln Associates, LLC for the construction of a 5,590 sq.ft. convenience store with a gas station as depicted on the 7-sheet plan set prepared by D.L. Howell dated April 10, 2020 and most recently revised September 25, 2020 (“Plan”) to include the ten (10) conditions listed here:

1. No Use & Occupancy Permit shall be issued for the convenience store until the Couplet south of Lincoln Highway is constructed and open for public use.
2. Pursuant to §§325-124.C(1)(e), -124.C(1)(h), and -124.C(1)(k) of the Zoning, the architecture of the convenience store and of any canopy over the gas pumps shall be compatible with and demonstrate consideration of the nearby historic structures in terms of scale, surface materials and colors, signage, landscaping, and lighting to the satisfaction of the Board of Supervisors as advised by the Township Historical and Planning Commissions. Color elevation drawings of all façades must be found satisfactory to the Township prior to the issuance of a building permit.
3. Additional stormwater quality measures shall be incorporated into the final design of the stormwater management facilities, pursuant to comment #8 of the Spotts, Stevens, and McCoy (“SSM”) review dated October 14, 2020.

4. The stormwater management facilities shall be revised to minimize intrusion into the riparian buffer areas to the satisfaction of the Township, pursuant to comment #9 of the SSM review dated October 14, 2020.
5. Ownership and maintenance provisions for the stormwater management facilities shall be clearly established to the satisfaction of the Township, pursuant to comment #10 of the SSM review dated October 14, 2020.
6. The plan shall either be revised to eliminate landscaping from the PennDOT right-of-way, or the Applicant shall provide documentation satisfactory to the Township that PennDOT is agreeable to the placement and maintenance by the property owner of such landscaping, and that they are agreeable to the provisions of the Landscaping Restrictive Covenant that will be required as a condition of final land development plan approval.
7. Maintenance easements shall be provided to allow the placement and maintenance of landscaped buffers on the adjoining residential property, pursuant to comment #3b of the Theurkauf Design and Planning (“Theurkauf”) review dated October 13, 2020.
8. A sidewalk or other designated pedestrian path satisfactory to the Township shall be provided to the convenience store from the sidewalk along Lincoln Highway, pursuant to comment #2d of the Theurkauf review dated October 13, 2020.
9. Stormwater Basin 6 shall be reconfigured such that it will not intrude into the PennDOT right-of-way, pursuant to comment #2 of the review by the Director of Public Works dated October 14, 2020.
10. All remaining consultant concerns shall be resolved to the satisfaction of the Township in the course of the land development review process.

Background

The subject property is a lot that will be created by a subdivision plan that is also under review at this time. The lot covers 3.79 acres at the southwest corner of Lincoln Highway and Ship Road and is currently occupied by vacant commercial and light industrial buildings associated with the former Entenmann’s bakery operation. The site has frontage and existing accesses to both Lincoln Highway and Ship Road and surrounds the historic St. Mary’s Chapel, which is on a separate lot not owned by the Applicant. Overall, the site is moderately to gently sloping from a high point along Ship Road down to Ship Road Run stream, just beyond its western limit. There are some wooded areas along the west side of the lot, but much of the site is paved; there are no FEMA-designated flood hazard areas.

The Applicant proposes to remove the existing buildings and to construct a 5,590 sq.ft. convenience store that will include a gas station and on-site parking. The project is to be constructed simultaneously with a new southbound alignment for Ship Road along the western side of the property. This road segment (labelled on the Plan as “Couplet (one-way)”) is consistent with the Township’s Transportation Capital Improvements Plan and will be constructed as part of the adjoining townhouse community. The development will have access to the new southbound Ship Road and to the existing Ship Road, which will be northbound-only at this point; access to Lincoln Highway will be limited to right-in/right-out movements. The Zoning Officer has determined that the proposed development complies with the applicable Zoning provisions. The Township received this application at the same time as the conditional use application for the Ship Run residential development on the adjoining site at 500 E. Lincoln Highway. The developers have been working cooperatively on features that will serve both projects (such as the Couplet), so some of the consultant

reviews refer to features that are not, strictly speaking, part of this project but are critical to its overall functionality.

The Township Historical Commission reviewed this application at their meeting of June 8, 2020 and passed a motion recommending Board approval of the conditional use application "...with the condition that architectural renderings and materials that show respect for the historic area's character with minimal impacts and suggestions for signage and plans for subdued lighting be submitted with the land development application."

The Planning Commission reviewed this application at their meetings of June 9 and October 20, 2020. At the conclusion of discussion at the second meeting, the Commission unanimously passed a motion recommending that the Board approve the conditional use application. The motion included the ten conditions listed above in the Recommended Motion.

The hearing for this application officially began on October 28, 2020, but it was immediately continued on the record at the request of the Township; tonight's hearing therefore features the first testimony pertinent to this application.

Criteria for approval of a Conditional Use

The criteria for Conditional Use approval are found in §325-124.C(1) of the Zoning.

- (a) The proposed use shall meet all of the specific standards and regulations for eligibility which appear in the section of the Zoning Ordinance authorizing the proposed conditional use.

The project requires conditional use review pursuant to §325-28.2 of the Zoning for the construction of a vehicle fueling station where none existed previously. Commercial uses, including convenience stores, are permitted by §325-15.1.B(10) of the Zoning.

Section 325-28.2 lists four requirements for vehicle fueling stations:

- **The property must have direct vehicular access to either Lincoln Highway or Pottstown Pike.**
- **A traffic impact study must be provided with the conditional use application.**
- **One off-street parking space is to be provided for every two fuel-dispensing units.**
- **Compliance with specific lighting standards.**

The Applicant's submission satisfies the first three requirements. Regarding the fourth, no lighting plan has been provided (none is required for conditional use applications), but the Applicant has stated their intent to comply with these regulations.

This criterion has been met to the satisfaction of Staff.

- (b) The size, scope, extent, and character of the exception desired is consistent with the plan for future land use in West Whiteland, and with the spirit, purpose, and intent of the Zoning Ordinance.

The project site is within the study area of the "Lincoln Highway and Whitford Road Corridors Plan," which was adopted as an amendment to the Township Comprehensive Plan in March 2015. The "Future Land Use Recommendations"

map in the Plan shows this property in the “MU1” category, which includes both office and residential uses. The area was subsequently re-zoned O/R Office/Residential to be consistent with that Plan, and the area around the Ship Road intersection was later made subject to an overlay provision to allow commercial uses at this historically commercial crossroads.

Staff is satisfied that this criterion has been met.

- (c) The suitability of the property for the use desired and the new or expanded use, if approved, will be susceptible of regulation or restriction by appropriate conditions and safeguards.

The Board of Supervisors has the right to attach reasonable conditions to any conditional use application and to make provisions for the enforcement of those conditions. This criterion has been met.

- (d) The public interest in, or the need for, the proposed use or change, and the proposal will serve the best interest of the Township, the convenience of the community (where applicable), and the public health, safety, morals, and general welfare.

The Township’s Comprehensive Plan establishes “the best interest of the Township;” §325-2.A of the Zoning states that its overall purpose is to promote, protect, and facilitate the public health, safety, morals, and general welfare. Based upon our conclusion above in (b), Staff is of the opinion that this criterion has been met.

- (e) Where pertinent, the effects of the proposal with respect to congestion on the roads or highways; the most appropriate use of land; conserving the value of buildings; safety from fire, panic, and other dangers; adequacy of light and air; the prevention of overcrowding of land, congestion of population, and adequacy of public and community services will not have a substantially adverse effect thereon.

Our most critical concerns among these criteria are road congestion and the impact upon the nearby historic structures and St. Mary’s Chapel in particular (included in “conserving the value of buildings”). Regarding the first, we note that the plan features a portion of a road improvement project known as the Ship Road Couplet. The intent of this improvement is to accommodate more traffic at the Lincoln Highway/Ship Road intersection without worsening congestion. The Couplet in combination with the new “Road D” and changes proposed to Ship Road allay our concerns regarding congestion.

St. Mary’s Chapel is not only a Class I historic resource that contributes to the character of the Township, but it also has spiritual and emotional significance to many of our residents. The Chapel is one of three historic structures in proximity to this site, so the Township Historical Commission reviewed this project on June 8, 2020. After considerable discussion, the Commission passed a motion in support of the application, provided that the architecture and signage for the convenience store respect the historic character of the area. The Commission also noted that the proposed landscaping would mitigate the impact of the project upon the Chapel.

The Board may recall that the Applicant had named Wawa as the operator of the proposed convenience store and gas station, but this is no longer the case. As a result, the Applicant is no longer able to assure the architecture and design details necessary to satisfy this criterion. Since these details will need to be adapted to accommodate the branding of the operator, the Planning Commission and Staff agree that this condition should be carried forward to be

a prerequisite of issuing a building permit, as noted above in condition #2 of the Recommended Motion.

- (f) The proposed change is reasonable in terms of the logical, efficient, and economical extension of public services and facilities including, but not limited to, public water, sewers, police and fire protection, transportation, and public schools.

This project will not require any extension of the public sewer or water supply network. Neither the Fire Marshal nor the Chief of Police have expressed any concern regarding anticipated additional demand for their respective services. As a commercial project, the project will not affect the number of students in the public school system.

Staff is satisfied that these criteria have been met.

- (g) The natural features and processes characterizing the proposed site and its surroundings shall not suffer unmitigated degradation; that the management of stormwater, the provision of water and/or sewer service, and any other alterations to the site's predevelopment conditions shall be consistent with Township goals, practices, and plans in these regards and that demand for water and energy by the proposed use shall be minimized to the optimal extent.

Most of the property has been in commercial and light industrial use for many years and is therefore not now in a "natural" condition.

For conditional use applications, it is our practice to require that applicants demonstrate the feasibility of their stormwater management strategy, although final design is not required until the land development phase. In the attached review, SSM states that they are satisfied on this point, but comments #8 and #9 recommend additional measures to promote water quality. These measures are cited in conditions #3 and #4 of the Recommended Motion.

Staff is satisfied that this criterion has been met.

- (h) The character and type of development in the area surrounding the location for which the request is made and the proposed change or modification, if permitted, will constitute an appropriate use in the area and will not substantially injure or detract from the use of surrounding property or from the character of the neighborhood.

There are three Township-designated historic resources at the intersection of Lincoln Highway and Ship Road. While this is not a residential neighborhood, the impact to the historic character of the intersection is an important issue. We note that the Plan features significant landscaping to mitigate the impact of the project upon all of these resources. We also note that the convenience store will be significantly farther from St. Mary's Chapel than the now-vacant Entenmann's buildings; furthermore, the Applicant is providing an access and off-street parking convenient to the Chapel which will allow the Church to improve the appearance of the Ship Road frontage, should they choose to do so.

As described above under (e), the architecture and overall appearance of the proposed convenience store is an important consideration, but we recognize that the withdrawal of Wawa from this project means that such information cannot be provided at this time. Staff is of the opinion that this criterion has been met insofar as possible at this time; however, it should be more fully addressed during the land development review, and condition #2 of the recommended Motion assures that it will be resolved prior to construction.

- (i) Development of highway frontage insofar as possible has been designed so as to limit the total number of access points, reduce the need for on-street parking, and encourage the frontage of buildings on parallel marginal access roads or on roads perpendicular to the highway.

There are existing driveways to both Lincoln Highway and Ship Road. The proposed development will retain these accesses and will also have access to the new “Couplet” road and a connection to the adjacent townhouse community. There will be no on-street parking.

Staff is of the opinion that these criteria have been met.

- (j) The probable effects of proposed development on highway congestion have been considered, and adequate access arrangements are provided in order to protect major highways from undue congestion and hazard.

As required, the Applicant has provided a traffic impact study that has been reviewed for the Township by McMahon Associates (“McMahon”). McMahon advises that they have considered the impacts of the additional development and the proposed new road segments and concluded that the issue of congestion has been satisfactorily addressed.

Staff is satisfied that this criterion has been met.

- (k) The impact upon on-site and adjacent historic resources of the Township has been mitigated.

There are three identified historic resources within three hundred feet of this property:

- **St. Mary’s Chapel, 694 E. Lincoln Highway - Class I, Township Site #032**
- **Ship Inn, 100 N. Ship Road - Class I, Township Site #311**
- **Ss. Philip & James Rectory, 723 E. Lincoln Highway - Class III, Township Site #343**

The Township Historical Commission reviewed this project at their meeting on June 8, 2020, expressing the most concern about the potential impact upon St. Mary’s Chapel. While it was noted that the convenience store would be farther away from the Chapel than the existing Entenmann’s building, and that the impact was further mitigated by landscaping and topography, their motion recommending Board approval of the application still requested a condition that the architecture and signage for the buildings respect the historic nature of the area.

As with criteria (e) and (h) above, the Applicant is not able to address this issue fully at this time as the convenience store operator has yet to be identified. Staff is satisfied that this criterion has been met insofar as possible at this time, and condition #2 of the Recommended Motion will assure that it is fully satisfied prior to construction.

- (l) Where the property or a portion of the property that is the subject of the application is improved at the time of the conditional use application, the Township may require that any existing development and/or uses on the property comply with all previous conditions of approval of a land development, subdivision, conditional use, special exception, zoning variance, or waiver of any provision of Chapter 281, Subdivision and Land Development, previously granted for the property.

There are no such conditions relative to the existing development on the subject property; this is a moot issue.

Consultant Reviews

Since no lighting plan was provided with this application there is no review from Stubbe Consulting, our lighting consultant. The Board will also note that our usual traffic consultant, Traffic Planning and Design, is the Applicant's traffic engineer. For this reason, McMahon is the Township consultant for this project.

- **SSM review dated October 14, 2020.** Conditional use applications do not require a fully engineered stormwater management plan, but the Applicant must demonstrate the *feasibility* of a proposed management strategy. Comments #7 through #10 address the stormwater facilities, concluding that what is shown is satisfactory for a conditional use application. During the land development phase of the review, SSM recommends additional water quality measures for runoff, refining the design to minimize intrusions into the riparian buffer zones, and clarification of ownership and maintenance responsibilities among the various owners.

Comments #1 through #3 advise that SSM does not object to any of the requested waivers. Comment #4 echoes the concerns of the Historical Commission and Staff regarding the architecture of the proposed building. Comment #6 addresses the proposed sidewalks and suggests a better connection between this project and the adjoining townhouse community. Staff agrees that the sidewalks should be provided that will be safe and useful for the nearby residents; however, conversation regarding specific locations may continue through the land development plan review.

- **Theurkauf review dated October 13, 2020.** Detailed landscaping plans are not required for conditional use applications, but the Applicant must demonstrate that the project can accommodate the required landscaping. Comments #3 through #12 review the proposed landscaping from this perspective. We note:
 - the Applicant should provide confirmation that landscaping shown within PennDOT rights-of-way is acceptable to PennDOT;
 - easements or some sort of maintenance agreement(s) will be required for the landscaping shown beyond the property line;
 - the lack of a fully compliant site element screen between the loading area and the townhouses proposed on the adjoining property;
 - the lack of building façade landscaping and deficient parking lot landscaping;
 - concern about landscaping conflicts with utilities and signs, particularly since no location is identified for the convenience store sign; and
 - non-compliance with requirements for native species and species diversity.

Of these six concerns, the first is the only one where the possibility of compliance is in question. Following discussion with the Applicant, the Planning Commission agreed to the design shown but they are suggesting a condition (#6 of the recommended Motion) to address the concern.

Comment #1 reviews the conditional use criteria, advising that the landscaping deficiencies described in the following portion of the review indicate that the impact on the neighborhood has not been mitigated as fully as it could be. Comment #2 provides an analysis of the bicycle and pedestrian accommodations, which appear

generally satisfactory subject to the provision of a pedestrian connection from the sidewalk along Lincoln Highway to the convenience store as is required by condition #8 of the recommended Motion.

- **McMahon review dated October 14, 2020.** Comments #1 through #11 address the Couplet. While the construction of the Couplet is critical to this project, it is now shown as an element of the adjacent townhouse development. Staff suggests that these items are more properly addressed in the discussion regarding that project.

The only comments relative to the internal design are comment #12, which recommends discussion with Ss. Philip & James Church regarding elimination of some or all of the existing accesses to St. Mary's Chapel from Ship Road upon completion of the new access shown here, and comment #13, which questions the placement of the trash dumpsters. Staff concurs on both points, but we note that comment #12 will be at the discretion of the Church, not this Applicant.

Comment #15 states that the project is subject to payment of a traffic impact fee (estimated to be \$109,768.50, based upon the current design) and adds that the Applicant will be entitled to a credit toward that amount equivalent to their costs for construction of the Couplet.

- **Finance Director memorandum dated May 6, 2020.** Ms. Jones reviewed the fiscal impact analysis provided by the Applicant with this submission. She confirms the accuracy of the figures in the analysis to the best of her knowledge, but she questions the vacancy factor used to estimate the fiscal impact of this project. A net positive fiscal impact is projected for both the Township and the School District.
- **Police Chief memorandum dated May 15, 2020.** Chief Catov expresses concern about the potential for northbound traffic on Ship Road being blocked by drivers turning into the site.
- **Public Works Director memorandum dated October 14, 2020.** Mr. Otteni notes the ongoing coordination among the affected parties regarding the Couplet. He also recommends that Stormwater Basin 6 be reconfigured to avoid intruding into the PennDOT right-of-way for Lincoln Highway

The Fire Marshal did not provide a written review but verbally advised the Planning Department that he had no concerns regarding this project.

Staff Comment

Because the Applicant is participating in the construction of transportation improvements featured in our Transportation Capital Improvements (Act 209) Plan, they are entitled to a credit against their traffic impact fee equal to the construction cost of those improvements. We expect that those costs will exceed the fee amount, so there will be no fee payment to the Township. The Board will also recall that permanent open space is to be set aside (or a fee paid in lieu of such preservation) for commercial development based upon the size of the proposed building. In this case, the proposed building is smaller than the existing buildings to be removed, so there will be no open space or fee requirement.

During discussions in 2019 concerning the Zoning Ordinance amendment that allowed both this project and the adjacent Ship Run development, this Applicant provided a concept plan for the site that showed two commercial buildings in addition to the proposed convenience store. The Board will note that this application is for just the convenience store: no other commercial buildings are proposed, and the lot is smaller. The Planning Commission and Staff

agree that this design is preferable to the earlier plan. The Couplet remains a critical element of the design, but it is now entirely on the property proposed for townhouse development. It is our understanding that this Applicant will also be the developer of the townhouse community, which facilitates the developments being properly coordinated with the construction of the Couplet and each other. The Planning Commission and Staff are satisfied that the conditional use criteria have been met insofar as possible at this time: as previously noted, concerns about the compatibility of the new construction with the nearby historic resources cannot be addressed until an operator for the convenience store is definitely established. Condition #2 of the Recommended Motion requires an architectural review by the Township prior to any construction to resolve this concern.

Staff has no objection to Board action on the Recommended Motion as proposed by the Planning Commission and shown at the beginning of this memorandum.

Attachments

1. SSM review dated October 14, 2020.
2. Theurkauf review dated October 13, 2020.
3. McMahon review dated October 14, 2020.
4. Finance Director memo dated May 6, 2020.
5. Police Chief memo dated May 15, 2020.
6. Public Works Director memo dated October 14, 2020.
7. Plan set dated April 10, 2020, most recently revised September 25, 2020.

Plans\123\690 E. Lincoln\BOS memo - 201106.doc



October 14, 2020

Mr. John R. Weller, AICP
Director of Planning and Zoning
West Whiteland Township
101 Commerce Drive
Exton, PA 19341

RE: 690 E. Lincoln Highway
Laborer's Union – Commercial Development
Conditional Use Application
SSM File 101008.0344

Dear Mr. Weller:

We have reviewed the above-referenced submission consisting of the following:

- Laborer's Union Commercial Development Conditional Use Plans (7 Sheets), prepared by D. L. Howell & Associates Inc., dated April 10, 2020, most recently revised September 25, 2020.

Ship Run Developers, LLC and 690 East Lincoln Associates, LLC is proposing to subdivide parcels 41-5-176, 41-5-177.1, and 41-5-177.2 into four (4) parcels which comprise the tract area. Separate parcels for the (1) existing Laborers' District Council building, (2) Convenience Store / Commercial Development, (3) a 95 unit single-family detached dwelling development, and (4) a 68 unit townhouse development are proposed. This plan, Commercial Development, proposes to install a 5,590 square foot convenience store with 8 fuel pumps.

This project is proposed to be developed concurrently with the Laborer's Union Residential Development. Part of this project includes the installation of a portion of a future couplet road which is in the Township's Transportation Capital Improvement Plan.

The tract is bound by East Lincoln Highway - Business Route 30 (SR 3070) to the north, Ship Road (SR 1001) to the East, Exton Bypass – Route 30 (SR 0030) to the south, and properties zoned TC – Town Center to the west. The project is located in the O/R – Office Residential zoning district. The proposed use of a convenience store with fuel pumps and commercial office buildings are permitted as a Conditional Use under the Township Zoning Ordinance. We have the following comments.

Issues regarding landscaping and buffering, traffic and pedestrian circulation, and lighting will be addressed by Theurkauf Design and Planning, McMahan Associates, Inc., and Stan Stubbe respectively.

WAIVER REQUESTS

The following waivers been requested:

1. Section 270-20 – A waiver from the infiltration requirements due to karst geology and associated sinkhole risk, and existing groundwater contamination. Bio-Filtration and slow release are proposed in lieu of Infiltration. We support the waiver request.

2. Section 281-16.B – A waiver to permit 30-inch by 42-inch plan sheets in lieu of the maximum permitted twenty-four-inch by thirty-six-inch plan sheets. We have no objection to the requested waiver.
3. Section 270-15.T. – A waiver to permit disturbance, grading, and other associated improvements including the Couplet Road within the Riparian Buffer located along the eastern side of the stream that bisects the site. We support the waiver request subject to comment 9 below.

COMPLIANCE WITH CONDITIONAL USE STANDARDS

4. The application shall demonstrate the architectural compatibility of the proposed Commercial Buildings via the submission of architectural building plans with renderings, Section 325-124.C(1)(h). It is our understanding that the applicant will provide testimony regarding the architecture of the building.
5. The Board of Supervisors may impose additional conditions that are reasonably necessary to assure that the intent of the Zoning Ordinance is complied with, Section 325-124.C(2).

COMPLIANCE WITH LAND DEVELOPMENT ORDINANCE

6. Sidewalks are required for all residential and nonresidential developments. Locations of sidewalks are subject to approval by the Board, Section 281-31. We recommend that the proposed sidewalk locations be revised to provide better connectivity between the commercial buildings and residential units 1-4.

COMPLIANCE WITH STORMWATER MANAGEMENT ORDINANCE

7. Section 270-20 identifies the stormwater infiltration requirements; Section 270-20.E states that a waiver from §270-20 shall only be considered by the Township if a minimum of 0.5 inch of runoff from the entire site cannot be physically infiltrated. The stormwater and geological reports note that conventional infiltration practices cannot be accomplished due to karst geology which is susceptible to sinkhole activity. We previously suggested that stream restoration be considered as an alternative and suggested that a cost benefit analysis be provided. The design engineer's response indicates that the applicant did consider stream restoration but the cost was excessive (almost \$2 million). Upon review of the stream restoration concept design, we concur that stream restoration is not a viable alternative. Since the design does demonstrate feasibility of meeting ordinance requirements as presented, we recommend that the stormwater aspects of this application may be approved subject to the remaining comments in this letter.
8. The Township may require additional stormwater control measures for stormwater discharges to special management areas, Section 270-15.P. The proposed site drains to Valley Creek which is identified by PaDEP as both an impaired stream and CWF (Cold Water Fishes). We recommend that additional water quality BMP's be incorporated into the stormwater design. Pretreatment (i.e. a water quality train) shall be provided, Section 270-19.F. These may be provided at the Land Development stage and will be subject to review at that time.
9. Riparian Buffer Areas (RBA) are required to be provided adjacent to perennial streams, intermittent streams, waterways, and wetlands. The RBA shall consist of three zones: Zone 1 is a minimum 25 foot setback, plus wetlands, measured from the top of the stream bank where no disturbance of vegetation or soil shall be permitted except for restoration or reforestation activities; Zone 2 is a 125 foot area beyond Zone 1 where ground cover may be minimally disrupted but may not be impervious and should consist primarily of woodlands or a dense grass filter strip; and Zone 3 is a 25 foot minimum setback from Zone 2 where stormwater discharge and level spreading is permitted (i.e. the

total width for the three zones is a minimum of 175 feet from the top of streambank), Section §270-15.T. We offer the following comments for your consideration:

- a. Portions of the proposed southbound couplet of Ship Road will encroach into Zone 1. No disturbance of vegetation or soil shall be permitted except for restoration or reforestation activities, Section 270-15.T(2)(a). We only recommend a waiver for encroachments into Zone 1 for the roadway construction where runoff will be directed to stormwater treatment facilities and not directly into Zone 1. The design engineer has confirmed that this is the intent.
 - b. The Plans propose improvements and level spreaders in Zone 2 (and slightly into Zone 1) where they are not permitted. Within Zone 2, disturbance of natural vegetative cover shall be limited to selective logging (not to exceed 25%) and other activities that minimally disrupt the existing tree and soil cover. The purpose of this limitation is to maximize filtering and overall physical removal of particulate-form pollutants from runoff generated upgradient and to promote subsurface vegetative uptake of nitrogen and other nonparticulate elements from stormwater generated upgradient, Section 270-15.T(2)(b). We recommend that the encroachments of the level spreaders into Zone 1 be minimized to the fullest extent possible and concur with the design engineer's assessment that their locations may be further assessed during the Land Development stage such that they are located as far back from the stream as possible.
10. This plan has been submitted as part of the same Conditional Use application as the 500 E. Lincoln Highway (Laborer's District Council) residential development. Ultimately, each development will contain separate properties and the stormwater management facilities required for and owned by each property will need to be clearly identified. The plans and calculations must clearly indicate which stormwater management facilities will serve and be part of the commercial property and which will serve and be part of the residential property. Since the townhouse property is proposed as a separate phase from the single family housing, the design will need to demonstrate that each project can stand alone regarding stormwater management. The design engineer's response suggests that the townhouse stormwater management facilities may be part of the commercial development or vice versa. The Land Development plan will either need to demonstrate that the townhouse and commercial stormwater management facilities each stand alone or that these two properties will be party to an acceptable arrangement for shared stormwater facility ownership and maintenance.

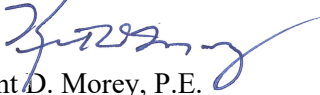
GENERAL

11. As the two developments covered by this single Conditional Use application will ultimately be two separate Land Development applications and will require parcel consolidation and subdivision, we recommend that at the next stage a third application be added. The third application would be a parcel consolidation and subdivision plan that would proceed to approval and recording before the two Land Development Plans would receive final approval. The engineer's response states that a lot consolidation/subdivision plan is being prepared and will be submitted and processed prior to the Land Development plans.
15. Sidewalk on the townhouse side of the Couplet Road may be more beneficial than what is currently proposed. We do not recommend crossing the couplet at non-signalized/non-signed locations such as the three mid-block crossings currently shown on the plan, near the commercial site, Road D, and unit 51 respectively. If the sidewalk were moved to the townhouse side of the Couplet Road, there would only be crossings at E. Lincoln Hwy. and at the southern split of Ship Road where there are currently

crossings proposed at signalized or signed intersections. The Planning Commission should discuss desired pedestrian circulation locations. The design engineer has acknowledged this comment and indicated that no plan revision is necessary. The plan still shows the three mid-block crossings.

If you have any questions please feel free to call me.

Sincerely,
Spotts, Stevens and McCoy



Kent D. Morey, P.E.

Senior Engineer

kent.morey@ssmgroup.com

cc: Mark Stabolepszy, P.E.



M E M O R A N D U M

TO: John Weller, AICP, West Whiteland Township Planning Director and Zoning Officer
Justin Smiley, AICP, Township Planner
David W. Gibbons, P.E., D.L. Howell & Associates, Inc.
Patrick J. Stuart, RLA, ASLA, MCRP, Stuart Associates LLC

FROM: Edward A. Theurkauf, RLA, ASLA, APA
Kelsey Stanton Murphy, ASLA

DATE: October 13, 2020

SUBJECT: **REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

Please note our review comments pertaining to the following documents received on 10-5-20, and to a site visit on 4-28-20:

- Conditional Use Plan by D.L. Howell & Associates, Inc. consisting of 7 sheets; and
- Response Letter from Patrick Stuart dated 9-29-20.

Comments that have been resolved are so noted. New comments are in **bold**.

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

1. Conditional Use Requirements – Section 325-124.A (ZO) requires that the conditional use plan demonstrate feasibility of compliance with all pertinent requirements, and with standards specific to conditional uses per section 325-124.C (ZO).

Section 325-124.C.1.h (ZO) states that the proposed use shall constitute an appropriate use in the area and shall not substantially injure or detract from the use of surrounding property or from the character of the neighborhood. **Deficiencies with parking lot/building area landscaping shall be resolved prior to conditional use approval.**

2. Pedestrian and Bicycle Accessibility – Section 325-15.1.A.1 (ZO) states that projects within the O/R district shall facilitate multimodal transportation. Section 325-37.A.7.a (ZO) requires development to provide pedestrian facilities that implement the Township Comprehensive Plan. Section 325-15.1.D.3.g (ZO) requires sidewalks on at least one side of all streets.

The Township’s 2019 *Bicycle and Pedestrian Plan* proposes a Bicycle and Pedestrian Loop Trail with crosswalks and pedestrian signalization at the intersection of Lincoln Highway and the Pedestrian/Bicycle Loop Trail. The *Bicycle and Pedestrian Plan* states that these improvements shall be undertaken in the context of land development of affected properties.

- a. Connection to Existing Sidewalk – **This issue has been resolved.**
- b. Bicycle and Pedestrian Loop Trail – **The plan proposes a 12-foot-wide multimodal trail that will continue along the Couplet north of Lincoln Highway.** No crosswalk is indicated across Lincoln Highway. **The land development plan shall show a crosswalk across Lincoln Highway.**
- c. Ship Road – **The plan indicates a sidewalk along Lincoln Highway and a Bicycle and Pedestrian Loop Trail through the site in accordance with the 2019 Township Bicycle and Pedestrian Plan.**
- d. Internal Sidewalk – There is no sidewalk connection into the gas station from the Lincoln Highway sidewalk. **The land development plan shall provide safe access for pedestrians into the site from the Lincoln Highway sidewalk.**

Compliance is judged to be feasible. The land development plan shall show all required pedestrian and bicycle facilities.

3. Screen Buffer – Section 281-35.A (SLDO) requires 50-foot-wide screen buffers for non-compatible uses along the site perimeter. Buffers not meeting the 50-foot required width are in the following areas:
 - A parking lot is in the required historic resource buffer from Saint Mary’s Church
 - A driveway and the gas pump canopy are within the required historic resource buffer from Ship Inn

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

- 11 parking spaces, a dumpster, and Road 6 are within the required south screen buffer

Site conditions and the Ship Road Couplet have driven a plan layout where the required buffer widths are not met. The parking lot in the church buffer serves the church property. Waivers on screen buffer width in these areas can be supported if the plan fulfills the functional objective of the buffer requirement.

Screen buffer plantings in accordance with section 281-35.D (SLDO) are required and proposed as follows:

<u>Buffer/ Length</u>	<u>Plant Type</u>	<u>Required</u>	<u>Proposed</u>
Saint Mary’s Church/ 318 LF	Shade Tree	6	6
	Evergreen Tree	13	14
	Large Shrub	32	32
Ship Inn/ 292 LF	Shade Tree	6	6
	Evergreen Tree	12	12
	Large Shrub	29	29
South/ 542 LF	Shade Tree	11	10
	Evergreen Tree	22	23
	Large Shrub	54	54

- a. The plan proposes screen buffer plantings in the Lincoln Highway ROW. **The applicant shall verify that buffer plantings are permitted in the ROW and that PennDOT will not remove the planted buffer.**
- b. The plan indicates most of the required buffer plantings offsite on the residential development’s property. No buffer plantings are proposed between the site and residential unit 1. **The land development plan shall provide buffer plantings that screen the site from proposed adjacent residences. An easement should be established to accommodate required south buffer plantings that will not fit on site.**

If the Township grants partial waivers on screen buffer width, and if the plan is revised to show easements for any required screen buffer plantings off site, feasibility of compliance will be demonstrated. All required screen buffer plantings shall be provided at land development.

4. Perimeter Buffer – Section 281-35.E (SLDO) requires 25-foot-wide perimeter buffers along Lincoln Highway and around stormwater basins. **Naturalistic basins with native vegetation and 4:1 side slopes are not required to have buffers.** Buffers do not meet the 25-foot required width in the following areas:

- Lincoln Highway – Basin 6 is within the buffer
- Basin 6, along the Couplet

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

Perimeter buffer plantings in accordance with section 281-35.E (SLDO) are required and proposed as follows:

<u>Buffer/ Length</u>	<u>Plant Type</u>	<u>Required</u>	<u>Proposed</u>
Lincoln Hwy/ 248 LF	Shade Tree	2	0
	Evergreen Tree	5	5
	Large Shrub	12	20
Basin 6/ 450 LF	Shade Tree	5	0
	Evergreen Tree	9	0
	Large Shrub	23	0

- a. **Lincoln Highway Buffer – Large shrubs in excess of buffer requirements are equivalent to the value of the missing shade trees. We find this acceptable per section 281-33.D.9 (SLDO). Buffer landscaping is proposed within the Lincoln Highway ROW shall be verified as acceptable to PennDOT.**
- b. **Basin 6 Buffer – Native herbaceous plugs are proposed in the basin in lieu of the required buffer plantings. The substandard buffer width at the basin is a function of the road layout. In light of this and the proposed native plug plantings in lieu of seeding, we are supportive of a waiver on the perimeter buffers and plantings for the basin not qualifying as naturalistic.**

- 5. Naturalistic Basins – Section 281-35.F.4 (SLDO) requires naturalistic basins to have 100% native plantings and banks graded no steeper than 4:1 slope.

The majority of proposed on basin 7 plug plantings are native, with (3) non-native species that provide wildlife habitat and water quality value. We would support a partial waiver on the native species requirement to allow basin plantings as shown.

- 6. Site Element Screens - Section 281-35.G (SLDO) requires low vegetated screens for parking lots, and high screens for loading areas and for dumpsters without decorative enclosures. In addition, section 281-35.B.6 (SLDO) requires that loading areas be fully screened from view from adjacent streets and residences. Screening is required and proposed as follows:

<u>Building</u>	<u>Site Element</u>	<u>Required Screen Type</u>	<u>Proposed</u>
Gas Station	Vehicular Use (front)	Low	Partial
	Dumpster	High	Yes
	Parking	Low	Yes
	Loading	High	No

- a. The **land development** plan shall indicate a continuous, 3-foot-tall vegetated hedge between the gas pumps and Lincoln Highway.

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

- b. It is not possible to screen the loading area from units 13 and 14 in the adjacent residential development as proposed. **Providing required parking lot landscape islands per comment 8a would provide vegetative buffering between the loading area and proposed adjacent residences. The conditional use plan should show the required building area landscape islands to screen the loading area from adjacent residences.**

Revision is recommended prior to conditional use approval.

- 7. Building Façade Landscaping – Section 281-37.D (SLDO) requires landscaping between building facades and parking to provide a comfortable pedestrian environment as follows:

<u>Bldg./Façade Length</u>	<u>Plant Type</u>	<u>Required Qty.</u>	<u>Proposed Qty.</u>
Convenience Store/235 LF	Shade Tree	5	0
	Small Shrubs	24	0

There is no space proposed for any landscaping around the convenience store. The applicant requests a waiver from building façade landscaping requirements, which we do not support. **At minimum, the conditional use plans should show the required parking lot landscape islands around the building so that there is some building façade landscaping.**

Feasibility of compliance has not been demonstrated for conditional use purposes.

- 8. Parking Lot Landscaping – Section 281-37.B.1 (SLDO) requires minimum 9-foot by 18-foot planting islands at the ends of parking bays to separate parking from vehicular travel lanes. Further, section 281-37.B.4 (SLDO) states that each island shall contain one shade tree.
 - a. The convenience store lacks required landscape islands at each of its four corners. Thus, there is no physical separation of parked cars from vehicular travel lanes, and there is no possibility of compliance with Township landscaping requirements. We do not support the requested waiver from the parking lot planting islands requirement.
 - b. **A sidewalk in a church parking lot planting island does not accommodate the required shade tree. The land development plan shall indicate a shade tree in the planting area contiguous with the island. A waiver would be necessary to permit this.**

The conditional use plan should be revised to indicate required landscape islands around the building.

- 9. Tree Protection and Compensatory Plantings – Section 281-34.A (SLDO) requires that every effort be made to preserve mature trees and other significant existing vegetation. Compensatory plantings per section 281-34.G (SLDO) are required for mature trees that are removed.

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

Although the proposed layout does not minimize woodland disturbance, the second growth forest on site is less than 40 years old, and there are few trees of over 12-inch DBH. Compliance with the Township’s compensatory tree requirement is judged to be feasible.

10. Street Trees – Section 281-36 (SLDO) requires one street tree for every 50 feet of road frontage in addition to required buffer plantings. Street trees are required and proposed as follows:

<u>Frontage/Length</u>	<u>Required</u>	<u>Proposed</u>
Lincoln Hwy/ 575 LF	12	12
Ship Road/ 85 LF	2	2
Couplet/ 750 LF	15	15
Road 6/ 640 LF	13	13

We would not object to a waiver to allow some street trees outside of the right-of-way as shown. The plan demonstrates feasibility of compliance for conditional use purposes.

11. Utility and Sign Conflicts – Section 281-36.D.5 (SLDO) prohibits trees to be planted that interfere with site elements including utilities. The following shall be addressed:

- a. The plan does not propose a location for a gas station sign. **The land development plan shall ensure that the sign does not conflict with required tree plantings.**
- b. Section 281-36.D.5.b (SLDO) requires trees to be planted at least 10 feet from underground utilities. The plan proposes (10) trees within 10 feet of a water main shown on the existing conditions plan. The land development plan shall relocate trees or indicate measures to protect the water main.
- c. Section 281-36.D.5.c (SLDO) requires street trees to be planted at least 15 feet from overhead wires, unless understory trees are approved. The plan shall be revised to replace shade trees along the west Lincoln Highway frontage with understory species to avoid conflicts with existing overhead wires. This may be addressed at land development.

12. Land Development Revisions – The following shall be addressed in land development:

- a. Parking lot screens shall be designed to provide a snow stockpile area per section 281-35.G (SLDO).
- b. The plan shall specify protection measures for plantings adjacent to natural areas that would be subject to deer browse, per section 281-33.C (SLDO).
- c. At least 60% of street trees shall be native per section 281-36.C (SLDO). 17/42 (40.5%) of street trees are native.

**REVIEW COMMENTS – 690 EAST LINCOLN HIGHWAY
CONDITIONAL USE PLAN DATED 9-25-20**

October 13, 2020

- d. When 50 or more shade, street, evergreen, or compensatory trees are required, no more than 30% may be of one species. **Norway Spruce and 'Green Giant' Arborvitae make up 43.4% (23/53) and 34% (18/53) of evergreen trees, respectively.**
- e. When 100 or more shrubs are required, no more than 30% may be of one variety per section 281-33.D.7.b.2 (SLDO). 157/**382 (41.1%)** of shrubs are Cherrylaurel.

13. **Conclusion – The following shall be resolved as conditions of conditional use approval:**

- **Required parking lot landscaping islands**
- **Partial waiver on building façade plantings**
- **Waivers on screen buffer width**
- **Easements for required plantings proposed off site and within PennDOT ROW**

The remaining comments shall be addressed at land development.

Please contact this office with any questions.

October 14, 2020

Ms. Mimi Gleason, Township Manager
West Whiteland Township
101 Commerce Drive
Exton, PA 19341

RE: Traffic Engineering Review - 690 East Lincoln Highway Commercial Development
West Whiteland Township, Chester County, PA
McMahon Project No. 820375.11

Dear Ms. Gleason:

McMahon Associates, Inc. completed a traffic review of the proposed commercial development located southwest of the intersection of Lincoln Highway (S.R. 3070) and Ship Road (S.R. 1001). The site proposes a 5,590 square-foot convenience store with 16 fueling positions. The development proposes a new one-way southbound Couplet Road through the site, which will connect between Lincoln Highway and Ship Road, as well as a new road (Road D), which will connect between the Couplet Road and Ship Road. Access to the commercial site is proposed via right-in/right-out access along Lincoln Highway, a left-in enter-only access along Ship Road, a full-movement access along the Couplet Road, as well as a connection to the townhouse portion of the site and a connection to St. Mary's Chapel. Our traffic review is based on the following documents.

- *Conditional Use – Commercial Site Plan*, prepared by D.L. Howell & Associates, Inc., revised September 25, 2020.
- *Ship Road Improvement Concept*, prepared by Traffic Planning and Design, Inc., dated October 7, 2020.
- *Ship Road Couplet Improvement Plan*, prepared by Traffic Planning and Design, Inc., dated October 13, 2020.

Based on our review of the above documents, we offer the following comments for consideration.

1. It is recommended to construct both the northern and southern segments of the Couplet Road improvements at the same time as part of one overall project in order to achieve acceptable traffic operations and mitigate the impact of this development. Without completion of the full length of the Couplet Road, there are unmitigated level-of-service impacts at the intersection of Lincoln Highway and Ship Road and at the intersection of Road D/Springdale Drive and Ship Road, and in addition, there are excessive queues that will extend through adjacent intersections along Lincoln Highway.
2. The Transportation Impact Study assumes construction of a separate westbound Lincoln Highway right-turn lane at the intersection with Ship Road as part of the future Couplet Road improvements to achieve acceptable future traffic operations. However, this lane improvement is not proposed as part of the applicant's traffic improvements. Therefore, it is necessary to confirm whether this lane improvement will be constructed as part of the Township's northern Couplet Road improvement project.

3. We understand the southern section of the Couplet Road is proposed as a public road. Therefore, for proper planning and design purposes, and as previously requested, the TIS must be updated to include an evaluation of the site access intersections along the Couplet Road, as well as all allow traffic movements along the southern section of the Couplet Road and along Ship Road. This analysis should be completed for the Phase 3 development and with completion of the northern section of the Couplet Road.
4. With a new traffic signal along Lincoln Highway at the southbound Couplet Road intersection, the applicant should provide coordination for the system of signalized intersections along Lincoln Highway at the Couplet Road intersection, Ship Road, Belden Boulevard, and Springdale Drive. The applicant's engineer has indicated the coordination will be evaluated during the Highway Occupancy Permit application process.
5. The traffic study assumes 20 percent of the proposed commercial and residential development new site traffic is destined to/from the south along Ship Road towards the intersection with King Road. This intersection should be monitored over time to assess the need for future traffic improvements.
6. The applicant's traffic engineer prepared separate Ship Road Couplet Improvement Concept plans dated October 7 and October 13. The October 13 plan is in response to preliminary review comments by the Township regarding the October 7 plan. As of the date of this review letter, our office has not fully reviewed the October 13 revised concept plan. However, as discussed with the applicant at the meeting on October 8, 2020, it is necessary to arrange a meeting with PennDOT to review the concept plan and verify PennDOT's support for the proposed improvements. This is a critical step, since without support for the improvements, including the alignment and design of the Couplet Road, this may directly impact and jeopardize the layout of the development. This meeting should occur as soon as practical. Also, the traffic study should be updated to reflect the traffic movements that are allowed by the latest revised Ship Road Couplet Improvement Plan dated October 13, 2020, and this updated traffic study, including the latest Ship Road Couplet Improvement Plan should be submitted to PennDOT in advance of any meeting.
7. SALDO Sections 281-26 – We understand the Couplet Road is proposed to be dedicated to the Township or PennDOT. Therefore, it is necessary to verify whether the Couplet Road satisfies Township and PennDOT design criteria. Furthermore, the Couplet Road concept plan shows a horizontal design based on a 35 miles per hour design speed. Please provide additional information regarding the proposed design, including whether superelevation is proposed, and whether there is sufficient tangent length between curves to accommodate the transitions. This information should be provided prior to a meeting with PennDOT. Also, the design/alignment of the Couplet Road should be reflected on the conditional use plans.
8. Detailed review the traffic improvements associated with the development will occur during the land development review and PennDOT HOP review. However, we recommend a condition which clearly details the improvements that are the responsibility of the applicant in lieu of simply relying on the plans. Also, it may be necessary to create a condition which describes a potential interim improvement

scenario if the land development and the southern section of the Couplet Road is constructed before the northern section.

9. SALDO Section 281-31.A – The West Whiteland Township *Bicycle and Pedestrian Plan* envisions crosswalks and pedestrian signals at both the existing Lincoln Highway/Ship Road signalized intersection and the planned Lincoln Highway/Couplet Road signalized intersection. The applicant should coordinate with the Township as part of the overall Couplet Road plan to confirm the scope of the pedestrian improvements, including all necessary ADA facilities, at both of these signalized intersections. Furthermore, the detailed design and review of the pedestrian system, ADA facilities, crossings, signage, striping, etc. will occur during land development.
10. Based on the meeting with the applicant and the County on October 8, the five-foot buffer between the Couplet Road and the 12-foot wide multi-use trail is a minimum width requirement, and therefore, where feasible, the buffer width should be maximized as much as possible. With a minimum buffer area, the County prefers curbing or a fence or some other approved trail element to help separate trail users from vehicle traffic. Furthermore, the County prefers no street trees located in the buffer area. In addition, the need for guiderail should be examined between the trail and any basins.
11. As discussed at the October 8 meeting, where the multi-use trail approaches the Aqua Property at the southern terminus of the Couplet Road, the trail should be realigned onto the single-family home portion of the development in order to avoid the Aqua Property. This will ultimately require a stream crossing. The multi-use trail alignment should tie into Road A and the intersection with Ship Road, and then continue along Ship Road to the southern property line.
12. The plans show an internal connection between the proposed commercial development and the existing Saint Mary's Chapel, which is desirable for access management as it would allow for better access to serve the Chapel. The Chapel is not a high traffic volume generator; however, we recommend the applicant should discuss the potential to close any of the existing Chapel driveways with the Church since they are substandard by current design guidelines and since they are located so close to the intersection of Lincoln Highway and Ship Road. The applicant's traffic engineer's response letter indicates the applicant will coordinate with the Church regarding potential driveway closures.
13. Please provide additional detail regarding the operations of the trash trucks serving the site. Because the dumpsters are located so close to the Couplet Road, there is concern that trash operations may impact traffic flow into and out of the site, and along the Couplet Road. Alternatively, the dumpsters should be relocated.
14. Access to both Lincoln Highway (S.R. 3070) and Ship Road (S.R. 1001) will require a Highway Occupancy Permit (HOP) from PennDOT. The applicant should copy the Township on all PennDOT submissions.
15. Chapter 295-12 – This development is located within the Township's Act 209 Service Area, and is therefore subject to the Township's Transportation Impact Fee, which is equal to \$1,219.65 per new weekday afternoon peak hour trip. Based on the TIS, the site will generate approximately 90 new weekday afternoon peak trips, and the resultant Transportation Impact Fee for the site is **\$109,768.50**. However, in this case, we understand the applicant proposes to construct the southern portion of the

Ship Road Couplet between Lincoln Highway and Ship Road, which is contained in the Township's Act 209 Capital Improvements Plan.

16. Upon resubmission, the applicant's engineer should compose a response letter that describes how each comment has been addressed and where any plan and/or report revisions are located.
17. Additional comments regarding the traffic improvements and/or land development plans may follow upon receipt of future submissions.

If there are any questions or if additional information is requested, please contact our office.

Sincerely,

A handwritten signature in black ink that reads "Christopher J. Williams". The signature is written in a cursive style with a large initial "C".

Christopher J. Williams, P.E.
Vice President & Regional Manager – Mid-Atlantic

MEMORANDUM



TO: Justin Smiley, Planning & Zoning
FROM: Beth Jones, Finance Director
SUBJECT: Review of Fiscal Impact Analysis – Retail and Office, Laborer’s District Council
DATE: May 6, 2020

Summary

I have reviewed the Fiscal Impact Analysis (FIA) report completed by EH Creative Services LLC for the proposed retail and office development at Laborer’s District Council. Overall, the numbers used and calculations provided appear accurate to the best of my ability to confirm. There is one typo in the chart on page 5 – final row of the bottom chart - \$92,450,000 should be \$7,159,550. The error does not impact the total calculated in the chart.

The valuation of the project (pg. 5) uses a 5% vacancy factor. Given the abundance of office/medical space available for lease in West Whiteland and the surrounding Townships coupled with the uncertainty related to the Covid-19 pandemic, this may be an overly optimistic value for the medical/professional building.

The FIA provides a projected positive net fiscal impact for both the Township and the West Chester Area School District. Not mentioned in the report, but of considerable positive financial impact to the Township is the addition of the southern leg of the Ship Road couplet at the expense of the developer of this project and that of the planned residential project on adjacent parcels.

As a reminder for readers:

1. The Township is not permitted to approve or deny a developer’s proposal due to the financial impact on the Township.
2. The Fiscal Impact Analysis is forward-looking and provides projections that are estimates based on factors known or projected at the time of the report.



101 Commerce Drive
Exton, Pennsylvania 19341

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Fax: (610) 363-6671
www.westwhiteland.org

M E M O R A N D U M

To: Justin Smiley
From: Joseph M. Catov, Jr. Chief of Police
Date: May 15, 2020
Re: Conditional Use – Wawa Market and Ship Run

Having reviewed the plans as submitted, I have concerns with northbound traffic on South Ship Road turning left into the new development. Depending on traffic volume, this could cause northbound traffic to backup waiting for an opportunity to turn left into the development.

I have no other concerns for this project.

A handwritten signature in blue ink, appearing to read "J. M. Catov, Jr.", is positioned above the printed name.

Joseph M. Catov, Jr.

Chief of Police

MEMORANDUM

DATE: October 14, 2020
TO: John Weller, Director of Planning and Zoning
FROM: Theodore D. Otteni, P.E.
Director of Public Works



**SUBJECT: 690 E. Lincoln Highway - Commercial/Residential Development
Conditional Use Plan Review**

I have reviewed the plans (7 sheets) for the proposed 690 E. Lincoln Highway - Commercial/Residential Development with a plotted date of September 25, 2020 and offer the following comments:

1. Coordination is ongoing with the applicant team with respect to roadway ownership and coordination with PennDOT. I am satisfied that the project is heading in the proper direction with respect to the roadway and pedestrian improvements. A condition of approval should be for the continued coordination with PennDOT as well as for developing the HOP for Ship Road.
2. The northern perimeter/berm of Stormwater Basin #6 appears to be within the PennDOT ROW. The stormwater basin should be moved out of the ROW to allow for future widening of Lincoln Highway.

It is recognized that many of the above comments overlap with comments provided for the 500 E. Lincoln Highway (Ship Run) project. Please coordinate with Township representative to discuss development of the new roadway and pedestrian infrastructure.



MEMORANDUM

DATE: November 6, 2020
TO: Board of Supervisors
FROM: John R. Weller, AICP
Director of Planning and Zoning

SUBJECT: Laborers' District Council Training Facility
Subdivision plan

APPLICANT: 690 East Lincoln Associates, LLC / 690 ELH Towns, LLC
120 Pennsylvania Ave.
Malvern, PA 19355

Ship Run Developers, LLC
c/o Joseph Behrle
1 Overlook Cir.
Media, PA 19063

SITE ADDRESSES: 500 E. Lincoln Hwy.
Exton, PA 19341

690 E. Lincoln Hwy.
Exton, PA 19341

112 S. Ship Rd.
Exton, PA 19341

TAX PARCELS: 41-5-176, 41-5-177.1, 41-5-177.2, and 41-5-177.3

ZONING: O/R, Office/Residential

DESCRIPTION: Subdivision to establish lots for pending development
currently under conditional use review.

EXPIRES: January 3, 2021

Motion: To approve the subdivision entitled "Subdivision Plan / The Laborer's Union" as depicted on the 2-sheet plan set prepared by D.L. Howell & Associates, Inc. dated September 25, 2020 ("Plan") with the following 8 waivers and conditions:

1. The Plan is approved as a final plan pursuant to §281-10.H of the West Whiteland Township Subdivision and Land Development Ordinance ("S/LDO").
2. Waiver of §281-17.C of the S/LDO to allow plan sheets larger than 24" x 36".
3. Waiver of §281-17.D(9)(a) of the S/LDO such that tree masses and individual trees need not be shown.
4. Waiver of §281-17.D(9)(e) of the S/LDO such that steep slope areas need not be

shown.

5. Waiver of §281-17.D(9)(f) of the S/LDO such that soil types need not be shown.
6. Waiver of §281-17.D(17) of the S/LDO such that historical and archaeological features need not be shown.
7. Waiver of §281-17.H(1)(f) of the S/LDO such that proposed landscaping need not be shown.
8. Payment of all outstanding Township invoices related to this Plan within thirty days of the date of final plan approval.

Background

The subject tract consists of four parcels with a total gross area of 107.34 acres along the south side of E. Lincoln Hwy. The largest parcel is the site of Laborers' Training Facility ("LTF"); the remaining three parcels were formerly the site of Entenmann's bakery, retail store, and distribution facility. The tract is bisected by Ship Road Run, a stream tributary to Valley Creek. The most significant environmental constraints on the tract are the FEMA-designated flood hazard areas associated with Ship Road Run; these flood-prone areas are primarily wooded and include some naturally occurring steep slopes.

The Plan proposes re-subdivision of the tract's four parcels into four different parcels:

- Lot 1 will have a gross area of 25.87 acres and will accommodate the existing LTF. No further development of this lot is anticipated at this time.
- Lot 2 will have a gross area of 62.53 acres. It currently features some structures ancillary to the LTF, but these will be removed, and the property will be developed for residential use with single-family detached homes.
- Lot 3 will have a gross area of 15.15 acres. The site is largely vacant, except for a single building associated with the former bakery. Lot 3 will be developed as a residential townhouse community.
- Lot 4 will have a gross area of 3.79 acres. It is currently occupied by the former Entenmann's retail store, but this will be removed, and the site will be developed with a convenience store, including a gas station.

Please note that the projects planned for Lots 2, 3, and 4 are currently under review as conditional use applications. The subdivision proposed here is preliminary to those developments.

The Township Planning Commission reviewed the Plan at their meeting of October 20, 2020. At the conclusion of discussion, they unanimously passed a motion recommending Board approval of the Plan with the waivers and conditions shown above in the recommended Motion. The review by the Chester County Planning Commission had not been received as of the date of the meeting, so the Commission's recommendation included a condition that the Board not act until the County provided a satisfactory review of the project or their mandated review period had expired. We received the County review on November 2, 2020 (attached), so the condition has been met, and Staff therefore removed it from the Motion as it appears above.

Tonight is the Applicant's first presentation of the Plan to the Board of Supervisors.

Consultant Reviews

Since the Plan proposes only a subdivision and no physical improvements, Staff did not request reviews from any of our consultants.

- **Chester County Planning Commission (“County”) review dated November 2, 2020.**
The County notes the relation to the conditional use applications for this site and advises that the subdivision is consistent with the County Comprehensive Plan.

Staff Comment

Staff has confirmed that the lots to be created by the proposed subdivision will all comply with the applicable requirements of the O/R zoning district, including the setback and lot coverage standards for the lots with existing structures.

Staff has no objection to Board action on this plan tonight; we concur with the waivers and condition recommended by the Planning Commission. Please note that the improvements required of most subdivisions and land developments - such as sidewalks and landscaping - are currently under review as part of the conditional use applications for Lots 2, 3, and 4, so they are not cited here. Stormwater management facilities are not warranted since there are no proposed improvements; traffic impact and open space preservation are moot issues for the same reason. Similarly, our standard post-approval documents - including our escrow requirements - are unnecessary here. Finally, the Motion includes a variety of waivers, most of which involve information to be shown on final plan drawings. Again, this information is provided on the conditional use applications but is irrelevant to a pure subdivision plan.

Attachments

1. Plan by Edward B. Walsh & Associates, Inc. dated July 15, 2020, no revision date.
2. Chester County Planning Commission review dated November 2, 2020.

Plans\JKLM\Laborers Trng\BOS memo 201106



THE COUNTY OF CHESTER



COMMISSIONERS
Marian D. Moskowitz
Josh Maxwell
Michelle Kichline

Brian N. O’Leary, AICP
Executive Director

PLANNING COMMISSION
Government Services Center, Suite 270
601 Westtown Road
P. O. Box 2747
West Chester, PA 19380-0990
(610) 344-6285 Fax (610) 344-6515

November 2, 2020

John R. Weller, AICP, Director of Planning & Zoning
West Whiteland Township
101 Commerce Drive
Exton, PA 19341

Re: Final Subdivision - 690 East Lincoln Associates, LLC
West Whiteland Township – SD-10-20-16496

Dear Mr. Weller:

A Final Subdivision Plan entitled "690 East Lincoln Associates, LLC", prepared by D.L. Howell and Associates, Inc., and dated September 25, 2020, was received by this office on October 5, 2020. This plan is reviewed by the Chester County Planning Commission in accord with the provisions of Section 502 of the Pennsylvania Municipalities Planning Code. We offer the following comments on the proposed subdivision for your consideration.

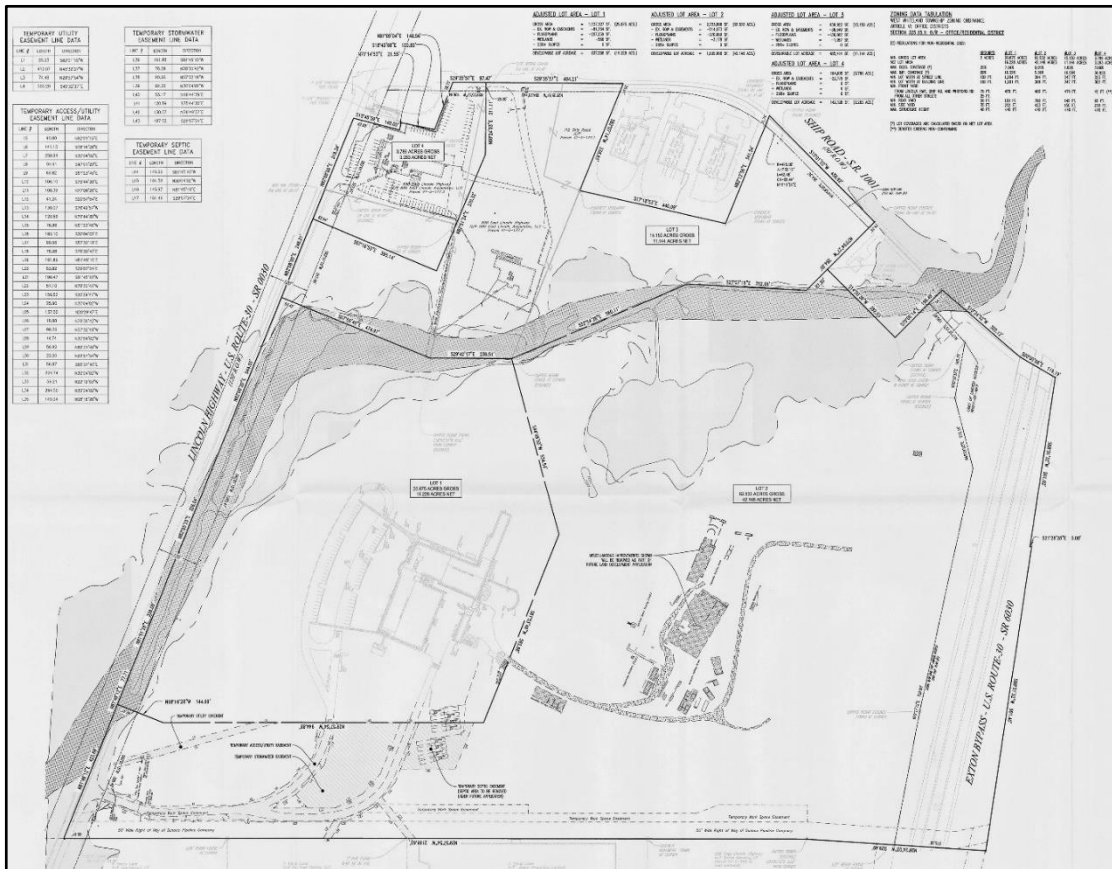
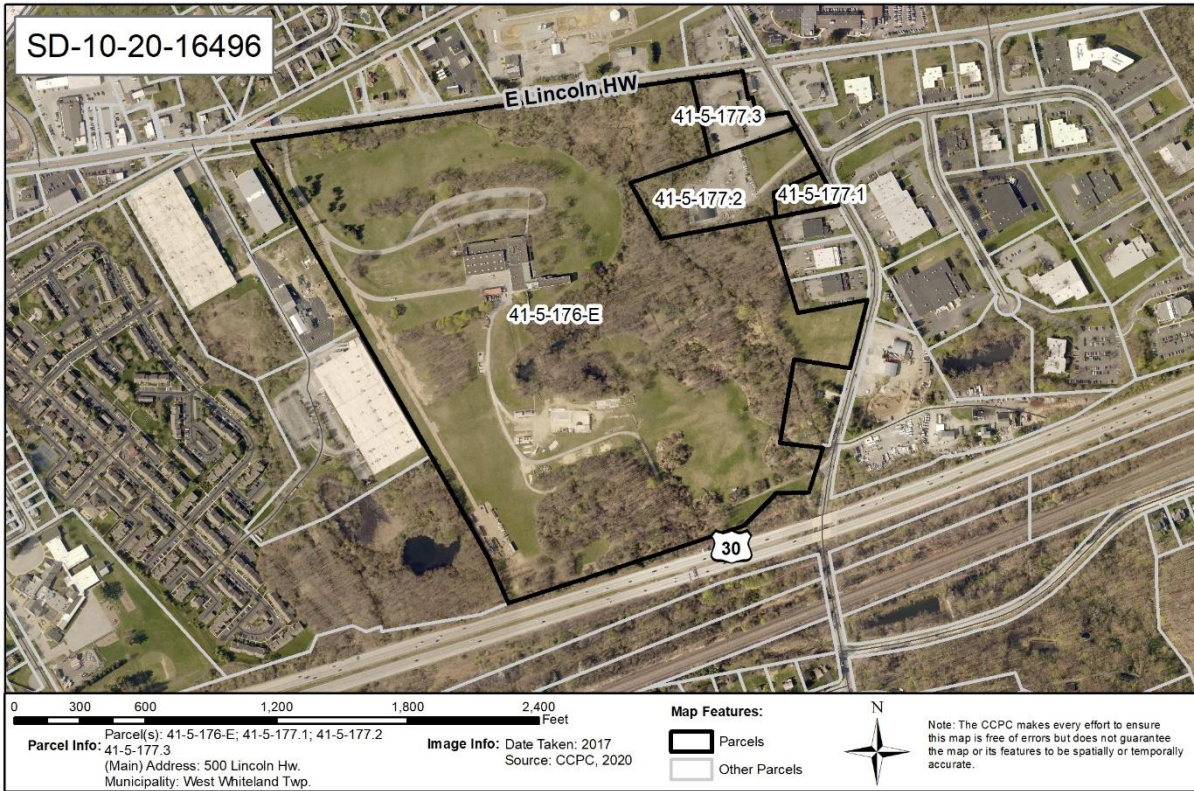
PROJECT SUMMARY:

Location:	south side of East Lincoln Highway, west side of Ship Road
Site Acreage:	107.34
Lots/Units:	4 Lots
Non-Res. Square Footage:	0
Proposed Land Use:	Lot 1: Commercial (Existing); Lot 2 and Lot 3: (Future) Residential; and Lot 4: (Future) Commercial
New Parking Spaces:	0
Municipal Land Use Plan Designation:	Business Park, Institutional; Parks, Permanent Open Space & Resource Conservation; and Character Area 1 - 2015 Lincoln Highway and Whitford Road Corridors Plan
UPI#:	41-5-177.1, 41-5-177.2, 41-5-177.3, 41-5-176-E

PROPOSAL:

The applicant proposes lot line revisions between four existing parcels. No development activity is proposed as part of the current subdivision plan submission. While the existing facilities for the Laborers District Council of the Metropolitan Area of Philadelphia will remain on Lot 1, the existing buildings on Lot 2, Lot 3, and Lot 4 will be removed. The project site is located in the O/R Office/Residential zoning district.

RECOMMENDATION: The County Planning Commission recommends that the administrative issues raised in this letter should be addressed, and all Township issues should be resolved before action is taken on this subdivision plan.



Site Plan Detail, Sheet 1: Final Subdivision - 690 East Lincoln Associates, LLC

BACKGROUND:

1. While no development activity is depicted on the current subdivision plan submission, it is our understanding that Lot 2 and Lot 3 are the site of a future residential development (single family and townhouse units), and Lot 4 is the site of a future commercial development.

The Chester County Planning Commission previously reviewed a Zoning Ordinance amendment and Subdivision and Land Development Ordinance (SLDO) amendment pertaining to the Township's O/R Office/Residential District, which also addressed a mixed use composite concept plan for this site, along with the conceptual design of the Ship Road Couplet and Trail (CCPC# ZA-04-19-15871 and SA-04-19-15872, dated May 9, 2019). According to our records, the zoning ordinance and SLDO amendments were adopted by the Township on May 22, 2019.

COUNTY POLICY:

LANDSCAPES:

2. The project site is located within the **Suburban Landscape** and **Natural Landscape** designations of [Landscapes3](#), the 2018 County Comprehensive Plan, adjoining a **Suburban Center Landscape** designation to the west. The vision for the **Suburban Landscape** is predominantly residential communities with locally-oriented commercial uses and facilities, accommodating growth at a medium density that retains a focus on residential neighborhoods, with enhancements in housing diversity and affordability. Additionally, roads, sidewalks and paths with convenient access to parks and community facilities should be provided. As an overlay of all other landscapes, the county's **Natural Landscapes** consist of a network of streams, wetlands, floodplains, and forests that are protected by regulations or should be subject to limited disturbance. Conservation practices should protect and restore these natural resources. The vision for the **Suburban Center Landscape** is regional economic, population and transportation centers with varying land uses, accommodating substantial future growth of medium to high intensity. The proposed subdivision is consistent with the objectives of the **Suburban Landscape**.

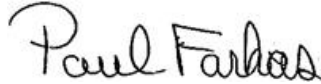
ADMINISTRATIVE ISSUES:

3. The site plan depicts the location of a 50 foot wide Sunoco Pipeline Company easement along the western boundary of Lot 2. The details of this easement should be incorporated into the deed of Lot 2.
4. A minimum of four (4) copies of the plan should be presented at the Chester County Planning Commission for endorsement to permit recording of the final plan in accord with the procedures of Act 247, the Pennsylvania Municipalities Planning Code, and to meet the requirements of the Recorder of Deeds and the Assessment Office.

Page: 4
Re: Final Subdivision - 690 East Lincoln Associates, LLC
West Whiteland Township – SD-10-20-16496

This report does not review the plan for compliance to all aspects of your ordinance, as this is more appropriately done by agents of West Whiteland Township. However, we appreciate the opportunity to review and comment on this plan. The staff of the Chester County Planning Commission is available to you to discuss this and other matters in more detail.

Sincerely,

A handwritten signature in black ink that reads "Paul Farkas". The signature is written in a cursive, slightly slanted style.

Paul Farkas
Senior Review Planner

cc: 690 East Lincoln Associates
Buckley, Brion, McGuire, Morris & Sommer LLP
D.L. Howell and Associates, Inc.



DATE 11/10/2020

CHECK # 63235 TO 63270

WARRANT 11102020

GENERAL FUND	\$	37,408.63
SEWER FUND	\$	1,781.91
SEWER CONSTRUCTION FUND	\$	21,000.00
LIQUID FUELS FUND	\$	5,166.60
POST RETIREMENT MEDICAL FUND	\$	698.05
PUBLIC SERVICE FUND	\$	19,803.49
TECHNOLOGY FUND	\$	3,180.00
SUBTOTAL	\$	89,038.68

DATE 11/10/2020

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WARRANT 11102020

GENERAL FUND	\$	98,474.39
SEWER FUND	\$	6,151.29
SOLID WASTE FUND	\$	110,774.31
EQUIP REPLACEMENT FUND	\$	10,860.00
PUBLIC SERVICE FUND	\$	2,893.66
WC REG ERT	\$	1,097.44
SUBTOTAL	\$	230,251.09

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WARRANT 111020AC

SEWER FUND	\$	139.27
GENERAL FUND	\$	1,695.45
TECHNOLOGY FUND	\$	-
SUBTOTAL	\$	1,834.72

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WARRANT

GENERAL FUND	\$	(100.00)
GENERAL FUND	\$	(100.00)
SUBTOTAL	\$	(100.00)

TOTAL	\$	321,024.49
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APPROVED BY THE BOARD OF SUPERVISORS

DATE

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West Whiteland Township
PAID WARRANT REPORT

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WARRANT: 11102020

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	65330	10/16/20	100374		63242	P	11/10/20	014140 3158	LIFE INSURANCE	72.93
	INVOICE: F012698-1									
	65330	10/16/20	100374		63242	P	11/10/20	014300 3158	LIFE INSURANCE	243.75
	INVOICE: F012698-1									
	65330	10/16/20	100374		63242	P	11/10/20	014520 3158	LIFE INSURANCE	72.54
	INVOICE: F012698-1									
	65330	10/16/20	100374		63242	P	11/10/20	024290 3158	LIFE INSURANCE	269.05
	INVOICE: F012698-1									
	65330	10/16/20	100374		63242	P	11/10/20	404500 3158	LIFE INSURANCE	254.38
	INVOICE: F012698-1									
	VENDOR TOTALS		24,508.73	YTD INVOICED				24,508.73	YTD PAID	2,197.53
200	ELAINE G PARRISH RPR									
	65304	10/20/20	100347		63243	P	11/10/20	014140 3316	COURT REPORTER	1,645.50
	INVOICE: 102020									
	VENDOR TOTALS		3,303.75	YTD INVOICED				3,303.75	YTD PAID	1,645.50
1312	EMANUEL TIRE OF PA INC									
	65318	10/26/20	100361		63244	P	11/10/20	014300 3450	CONTRACTED SERVICES	100.80
	INVOICE: 173850									
	VENDOR TOTALS		100.80	YTD INVOICED				100.80	YTD PAID	100.80
1957	EXETER SUPPLY COMPANY, INC.									
	65292	10/05/20	100335		63245	P	11/10/20	024290 3245	GENERAL SUPPLIES	431.29
	INVOICE: 370002									
	VENDOR TOTALS		5,528.34	YTD INVOICED				5,888.34	YTD PAID	431.29
5629	FLAGGER FORCE									
	65291	10/07/20	100334		63246	P	11/10/20	014300 3450	CONTRACTED SERVICES	761.10
	INVOICE: INV35514									
	VENDOR TOTALS		761.10	YTD INVOICED				761.10	YTD PAID	761.10
5624	GIBBEL KRAYBILL & HESS									
	65329	10/21/20	100373		63247	P	11/10/20	014140 3314	SOLICITORS	468.00
	INVOICE: 342874									
	VENDOR TOTALS		2,418.00	YTD INVOICED				2,418.00	YTD PAID	468.00
5069	GREEN FIG LAND COMPANY, LLC									
	65319	10/20/20	100362		63248	P	11/10/20	655650 3313	ENGINEERING	9,393.49
	INVOICE: 1011									
	VENDOR TOTALS		123,947.56	YTD INVOICED				125,013.83	YTD PAID	9,393.49
4206	THE HOMER GROUP									
	65307	10/21/20	100350		63249	P	11/10/20	014010 3340	COMMUNICATIONS	4,009.00

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West Whiteland Township
PAID WARRANT REPORT

P 4
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WARRANT: 11102020

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	65322	10/23/20	100365		63257	P	11/10/20	014092 3361	UTILITIES	3,673.79
	INVOICE:	2625161053	1020							
	VENDOR TOTALS		47,444.82	YTD INVOICED				53,778.50	YTD PAID	3,938.98
3453	PENDERGAST SAFETY EQUIPMENT CO									
	65293	10/22/20	100336		63258	P	11/10/20	024290 3245	GENERAL SUPPLIES	194.53
	INVOICE:	310426								
	VENDOR TOTALS		11,830.24	YTD INVOICED				20,713.11	YTD PAID	194.53
37	SIGNAL SERVICE INC									
	65295	10/26/20	100338		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	661.60
	INVOICE:	38021								
	65296	10/26/20	100339		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	195.00
	INVOICE:	38023								
	65297	10/22/20	100340		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	100.00
	INVOICE:	37991								
	65298	10/22/20	100341		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	100.00
	INVOICE:	37979								
	65299	10/22/20	100342		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	404.00
	INVOICE:	37981								
	65300	10/21/20	100343		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	310.00
	INVOICE:	37980								
	65301	10/26/20	100344		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	1,266.00
	INVOICE:	38022								
	65306	10/20/20	100349		63259	P	11/10/20	354380 3456	TRAFFIC SIGNALS	2,130.00
	INVOICE:	37941								
	VENDOR TOTALS		43,163.50	YTD INVOICED				72,057.26	YTD PAID	5,166.60
3219	SUNBELT RENTALS									
	65287	10/20/20	100330		63260	P	11/10/20	014300 3384	EQUIPMENT RENTAL	925.43
	INVOICE:	106604219-0001								
	VENDOR TOTALS		2,033.43	YTD INVOICED				2,033.43	YTD PAID	925.43
4537	TDK SYSTEMS GROUP									
	65289	09/23/20	100332		63261	P	11/10/20	014092 3450	CONTRACTED SERVICES	720.00
	INVOICE:	TDI-20-3095								
	65321	10/30/20	100364		63261	P	11/10/20	014092 3450	CONTRACTED SERVICES	540.00
	INVOICE:	TDI-20-3152								
	VENDOR TOTALS		19,676.66	YTD INVOICED				19,676.66	YTD PAID	1,260.00
5485	TERRYBERRY USA									
	65309	10/13/20	100352		63262	P	11/10/20	014010 3119	INCENTIVE	493.08
	INVOICE:	H91412								
	VENDOR TOTALS		1,641.36	YTD INVOICED				2,754.21	YTD PAID	493.08

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West Whiteland Township
PAID WARRANT REPORT

P 6
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WARRANT: 11102020

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	65286	10/18/20	100329		63267	P	11/10/20	014100 3361	UTILITIES	162.32
	INVOICE:	9865175423								
	VENDOR TOTALS		7,717.38	YTD INVOICED				8,598.89	YTD PAID	162.32
3412	VILLAGE MEDICAL CTR/ MED CENTER	100								
	65327	10/01/20	100371		63268	P	11/10/20	014100 3192	PHYSICAL EXAMINATIONS	75.00
	INVOICE:	00164077-00								
	65327	10/01/20	100371		63268	P	11/10/20	014010 3450	CONTRACTED SERVICES	100.00
	INVOICE:	00164077-00								
	VENDOR TOTALS		1,427.00	YTD INVOICED				1,967.00	YTD PAID	175.00
746	WEST BRADFORD TOWNSHIP									
	65290	10/22/20	100333		63269	P	11/10/20	014300 3245	GENERAL SUPPLIES	39.17
	INVOICE:	2020-4729								
	VENDOR TOTALS		39.17	YTD INVOICED				39.17	YTD PAID	39.17
2462	WOLFSON-VERRICHA GROUP INC									
	65326	10/29/20	100369		63270	P	11/10/20	021450 1450	ACCOUNTS RECEIVABLE	133.20
	INVOICE:	CK1542 091120								
	VENDOR TOTALS		133.20	YTD INVOICED				133.20	YTD PAID	133.20
									REPORT TOTALS	89,038.68

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	36	89,038.68

** END OF REPORT - Generated by Zenobia White **

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West Whiteland Township
PAID WARRANT REPORT

P 2
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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	65096	10/15/20	100139		999998260	M	10/19/20	014130 3210	OFFICE SUPPLIES	24.00
	INVOICE:	111-9126910	-9664200							
	65125	09/25/20	100168		999998098	M	09/25/20	014092 3245	SUPPLIES	9.69
	INVOICE:	111-0650747	-9018638							
	65126	09/25/20	100169		999998099	M	09/25/20	964100 3213	EQUIPMENT	149.99
	INVOICE:	111-5116142	-5151463							
	65127	09/28/20	100170		999998100	M	09/28/20	014520 3245	GENERAL SUPPLIES	43.41
	INVOICE:	111-7704297	-3817018							
	65146	09/29/20	100189		999998118	M	09/29/20	014050 3210	OFFICE SUPPLIES	14.85
	INVOICE:	111-9297809	-0162641							
	65147	09/29/20	100190		999998119	M	09/29/20	014092 3245	SUPPLIES	11.49
	INVOICE:	111-0531933	-5336247							
	65149	09/29/20	100192		999998120	M	09/29/20	014050 3210	OFFICE SUPPLIES	11.99
	INVOICE:	111-1156145	-4200225							
	65150	09/29/20	100193		999998121	M	09/29/20	014092 3245	SUPPLIES	6.99
	INVOICE:	111-7239047	-7945818							
	65151	09/29/20	100194		999998122	M	09/29/20	014092 3245	SUPPLIES	20.99
	INVOICE:	111-0372303	-6595438							
	65157	10/02/20	100200		999998128	M	10/02/20	014520 3210	OFFICE SUPPLIES	4.90
	INVOICE:	111-6905842	-7341024							
	65158	10/01/20	100201		999998129	M	09/30/20	014092 3245	SUPPLIES	61.59
	INVOICE:	111-5992124	-6668259							
	65163	10/07/20	100206		999998134	M	10/07/20	964100 3213	EQUIPMENT	12.49
	INVOICE:	111-7956064	-0203404							
	65164	10/07/20	100207		999998135	M	10/08/20	014130 3361	UTILITIES	15.99
	INVOICE:	111-7850402	-3015410							
	65165	10/07/20	100208		999998136	M	10/07/20	964100 3213	EQUIPMENT	19.99
	INVOICE:	111-0525838	-0077829							
	65166	10/07/20	100209		999998137	M	10/07/20	964100 3213	EQUIPMENT	28.99
	INVOICE:	111-1562555	-1285828							
	65167	10/07/20	100210		999998138	M	10/07/20	964100 3213	EQUIPMENT	15.98
	INVOICE:	111-4008822	-7716240							
	65248	10/19/20	100291		999998213	M	10/19/20	014092 3245	SUPPLIES	44.99
	INVOICE:	111-41095484	-2772202							
	65249	10/19/20	100292		999998214	M	10/19/20	014092 3245	SUPPLIES	140.18
	INVOICE:	111-0907352	-9253012							
	65343	10/22/20	100387		999998254	M	10/23/20	024290 3245	GENERAL SUPPLIES	16.98
	INVOICE:	111-4752156	-0329007							
	VENDOR TOTALS		11,488.20	YTD	INVOICED			16,234.17	YTD PAID	655.48
1624	AMERICAN PLANNING ASSOCIATION									
	65342	09/30/20	100386		999998253	M	09/30/20	014140 3422	TRAINING/SEMINAR/SCHOOLS	100.00
	INVOICE:	HSN4KVQKCKQ								
	VENDOR TOTALS		1,393.30	YTD	INVOICED			1,393.30	YTD PAID	100.00
2384	AQUA PA									
	65216	09/22/20	100259		999998182	M	10/14/20	014520 3361	UTILITIES	100.40
	INVOICE:	310964	1482832 0920							

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West Whiteland Township
PAID WARRANT REPORT

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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		831.36 YTD INVOICED			831.36 YTD PAID			180.38		
407 CHARLES BLOSENSKI DISPOSAL CO	65227	09/30/20	100270	9	999998192	M	10/22/20	124310 3450	CONTRACTED SERVICES	71,997.74
INVOICE: 185365										
VENDOR TOTALS		220,599.04 YTD INVOICED			299,273.00 YTD PAID			71,997.74		
280 CHESTER COUNTY SOLID WASTE AUTHORITY	65162	09/07/20	100205	8	999998133	M	10/07/20	124310 3365	SOLID WASTE	3,079.32
INVOICE: 58122										
65235	09/22/20	100278	8	999998200	M	10/22/20	124310 3365	SOLID WASTE	3,132.92	
INVOICE: 58267										
65236	09/30/20	100279	8	999998201	M	10/22/20	124310 3365	SOLID WASTE	7,201.69	
INVOICE: 58328										
VENDOR TOTALS		155,620.98 YTD INVOICED			176,283.29 YTD PAID			13,413.93		
5642 CREATELY	65269	10/13/20	100312		999998233	M	10/13/20	014010 3210	OFFICE SUPPLIES	6.95
INVOICE: 41468695										
VENDOR TOTALS		6.95 YTD INVOICED			6.95 YTD PAID			6.95		
2398 DOWNINGTOWN AUTO SUPPLY	65211	10/05/20	100254		999998179	M	10/13/20	024290 3245	GENERAL SUPPLIES	103.44
INVOICE: 6-226541										
65212	10/07/20	100255		999998180	M	10/13/20	014300 3246	FLEET MAINTENANCE SUPPLIE	273.13	
INVOICE: 6-226964										
VENDOR TOTALS		3,749.09 YTD INVOICED			4,250.41 YTD PAID			376.57		
4954 ECOMM NETWORKS, LLC	65119	12/29/19	100162		999998259	M	09/25/20	014010 3361	UTILITIES	6.71
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014050 3361	UTILITIES	6.63	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014092 3361	UTILITIES	18.66	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014100 3361	UTILITIES	97.02	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014130 3361	UTILITIES	8.83	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014140 3361	UTILITIES	3.94	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014300 3361	UTILITIES	45.17	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	014520 3361	UTILITIES	22.08	
INVOICE: 6347										
65119	12/29/19	100162		999998259	M	09/25/20	024290 3361	UTILITIES	38.46	

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West Whiteland Township
PAID WARRANT REPORT

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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				275.00	YTD INVOICED			275.00	YTD PAID	85.00
5647	GREAT PLAINS INDUSTRIES, INC 65347 INVOICE: 357394531	09/30/20	100391		999998258	M	09/30/20	014300 3245	GENERAL SUPPLIES	20.50
VENDOR TOTALS				20.50	YTD INVOICED			20.50	YTD PAID	20.50
5641	HAIX 65268 INVOICE: 99042	10/19/20	100311		999998232	M	10/19/20	014100 3238	UNIFORMS	115.95
VENDOR TOTALS				115.95	YTD INVOICED			115.95	YTD PAID	115.95
63	HANSON AGGREGATES PENNA INC 65104 INVOICE: 3790984	08/31/20	100147		999998240	M	09/30/20	014300 3245	GENERAL SUPPLIES	353.72
	65239 INVOICE: 3798969	09/12/20	100282		999998204	M	09/30/20	014300 3680	ROAD&BRIDGE RESURFACING	232.25
	65240 INVOICE: 3800032	09/16/20	100283		999998205	M	09/30/20	014300 3245	GENERAL SUPPLIES	107.81
VENDOR TOTALS				1,505.69	YTD INVOICED			1,923.42	YTD PAID	693.78
4547	HARBOR FREIGHT TOOLS 65213 INVOICE: 276857	10/01/20	100256		999998181	M	10/01/20	014100 3213 E1	FIREARMS & SUPPLIES	39.34
VENDOR TOTALS				790.84	YTD INVOICED			790.84	YTD PAID	39.34
5301	HOME DEPOT 65250 INVOICE: 0202779	09/24/20	100293		999998215	M	09/25/20	014092 3245	SUPPLIES	5.06
	65251 INVOICE: 6025601	09/28/20	100294		999998216	M	09/28/20	014300 3245	GENERAL SUPPLIES	179.02
	65252 INVOICE: 6010929	09/28/20	100295		999998217	M	09/28/20	014300 3245	GENERAL SUPPLIES	133.55
	65253 INVOICE: 0024874	09/24/20	100296		999998218	M	09/25/20	014092 3245	SUPPLIES	81.97
VENDOR TOTALS				1,642.78	YTD INVOICED			1,642.78	YTD PAID	399.60
1725	ICMA CONFERENCE REGISTRATION 65241 INVOICE: 2020-10-09	10/09/20	100284		999998206	M	10/09/20	014010 3422	TRAINING/SEMINAR/SCHOOLS	99.00
VENDOR TOTALS				99.00	YTD INVOICED			99.00	YTD PAID	99.00
4216	INTERSTATE BATTERIES OF DELAWARE VALLEY 65173	10/06/20	100216		999998144	M	10/06/20	014300 3246	FLEET MAINTENANCE SUPPLIE	231.90

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West Whiteland Township
PAID WARRANT REPORT

P 9
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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		3,199.62 YTD INVOICED		4,594.36 YTD PAID		785.52				
3770	LOWE'S HOME CENTER INC	65254	10/01/20 100297		999998219	M	10/01/20	014100 3245	SUPPLIES	24.03
	INVOICE: 8576664									
VENDOR TOTALS		1,275.38 YTD INVOICED		1,275.38 YTD PAID		24.03				
190	MAIN LINE CONCRETE & SUPPLY	65107	09/23/20 100150		999998085	M	09/25/20	014300 3245	GENERAL SUPPLIES	101.00
	INVOICE: 468778									
	65108	09/22/20 100151		999998086	M	09/25/20	014300 3245	GENERAL SUPPLIES	192.00	
	INVOICE: 468715									
	65178	09/30/20 100221		999998149	M	09/30/20	014092 3245	SUPPLIES	50.40	
	INVOICE: 469264									
	65179	09/30/20 100222		999998150	M	10/13/20	014300 3245	GENERAL SUPPLIES	767.00	
	INVOICE: 469254									
VENDOR TOTALS		2,689.25 YTD INVOICED		2,689.25 YTD PAID		1,110.40				
2979	MC GOVERN ENVIRONMENTAL LLC	65180	09/17/20 100223		999998151	M	10/13/20	024290 3450	CONTRACTED SERVICES	415.00
	INVOICE: E-2167074									
	65181	10/02/20 100224		999998152	M	10/13/20	024290 3450	CONTRACTED SERVICES	1,680.00	
	INVOICE: E-2168140									
VENDOR TOTALS		9,155.00 YTD INVOICED		9,570.00 YTD PAID		2,095.00				
5499	MCDONALD UNIFORM CO., INC	65231	09/23/20 100274		999998196	M	10/22/20	014100 3238	UNIFORMS	14.25
	INVOICE: 190951									
	65232	09/23/20 100275		999998197	M	10/22/20	014100 3196	NEW HIRE EXPENSES	42.75	
	INVOICE: 190999									
	65233	09/23/20 100276		999998198	M	10/22/20	014100 3238	UNIFORMS	214.32	
	INVOICE: 190646									
	65234	10/08/20 100277		999998199	M	10/22/20	014100 3196	NEW HIRE EXPENSES	486.97	
	INVOICE: 190940									
VENDOR TOTALS		4,628.67 YTD INVOICED		4,692.58 YTD PAID		758.29				
2433	MED CENTER 100	65109	09/01/20 100152		999998242	M	09/25/20	014010 3450	CONTRACTED SERVICES	50.00
	INVOICE: 00163774-00									
	65109	09/01/20 100152		999998242	M	09/25/20	014300 3192	PHYSICAL EXAMINATIONS	320.00	
	INVOICE: 00163774-00									
VENDOR TOTALS		370.00 YTD INVOICED		370.00 YTD PAID		370.00				
26	METROPOLITAN COMMUNICATIONS, INC	65110	09/10/20 100153		999998087	M	09/25/20	014100 3374	EQUIPMENT REPAIRS	124.95

11/05/2020 12:16
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West Whiteland Township
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P 11
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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	65238	09/25/20	100281		999998203	M	09/29/20	014100 3422	TRAINING/SEMINAR/SCHOOLS	499.00
	INVOICE:	167393								
	VENDOR TOTALS		2,287.00	YTD	INVOICED			2,287.00	YTD PAID	499.00
111	PENNSYLVANIA ONE CALL SYSTEM INC									
	65182	09/30/20	100225	16	999998153	M	10/13/20	024290 3324	PA ONE CALL	540.80
	INVOICE:	876264								
	VENDOR TOTALS		3,463.87	YTD	INVOICED			3,918.11	YTD PAID	540.80
268	PEP BOYS									
	65185	10/07/20	100228		999998156	M	10/13/20	014300 3246	FLEET MAINTENANCE SUPPLIE	4.54
	INVOICE:	01581089829								
	65186	10/07/20	100229		999998157	M	10/13/20	014300 3246	FLEET MAINTENANCE SUPPLIE	9.39
	INVOICE:	01581089847								
	VENDOR TOTALS		1,088.72	YTD	INVOICED			1,197.16	YTD PAID	13.93
373	PA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS									
	65099	10/19/20	100142		999998080	M	10/19/20	014050 3422	TRAINING/SEMINAR/SCHOOLS	35.00
	INVOICE:	INV-77679-F7T0								
	VENDOR TOTALS		4,193.00	YTD	INVOICED			4,193.00	YTD PAID	35.00
5643	QUIKSHIP									
	65270	10/02/20	100313		999998234	M	10/02/20	014050 3210	OFFICE SUPPLIES	14.71
	INVOICE:	910409								
	VENDOR TOTALS		14.71	YTD	INVOICED			14.71	YTD PAID	14.71
3788	SASS-MOORE SERVICE CORP									
	65172	09/30/20	100215	15	999998143	M	10/13/20	014092 3451	CONTRACTED SERVICES-HVAC	460.00
	INVOICE:	80901								
	VENDOR TOTALS		8,576.87	YTD	INVOICED			8,576.87	YTD PAID	460.00
38	SLOAN MOTORS									
	65114	09/16/20	100157		999998090	M	09/25/20	014300 3455	CONTRACTED VEHICLE MAINTENANCE	171.24
	INVOICE:	249537								
	65115	09/21/20	100158		999998091	M	09/25/20	014300 3246	FLEET MAINTENANCE SUPPLIE	59.07
	INVOICE:	75549								
	65117	09/15/20	100160		999998092	M	09/25/20	014300 3455	CONTRACTED VEHICLE MAINTENANCE	1,700.98
	INVOICE:	249345								
	65243	09/30/20	100286		999998208	M	10/13/20	014300 3455	CONTRACTED VEHICLE MAINTENANCE	66.78
	INVOICE:	247229								
	65244	09/30/20	100287		999998209	M	10/13/20	014300 3246	FLEET MAINTENANCE SUPPLIE	33.59
	INVOICE:	75569								
	VENDOR TOTALS		3,573.90	YTD	INVOICED			3,762.55	YTD PAID	2,031.66

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West Whiteland Township
PAID WARRANT REPORT

P 14
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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		85,753.45		YTD	INVOICED		103,915.70		YTD PAID	17,534.76
4338 TRUGREEN PROCESSING CENTER	65228	10/13/20	100271		999998193	M	10/22/20	014520 3245	GENERAL SUPPLIES	5,005.00
		INVOICE: 130683931								
VENDOR TOTALS		5,005.00		YTD	INVOICED		6,120.00		YTD PAID	5,005.00
4320 ULINE	65101	10/08/20	100144		999998082	M	10/09/20	014092 3245	SUPPLIES	91.04
		INVOICE: 125233267								
VENDOR TOTALS		920.49		YTD	INVOICED		920.49		YTD PAID	91.04
5 VERIZON	65217	09/09/20	100260		999998183	M	10/20/20	024290 3361	UTILITIES	129.36
		INVOICE: 255805625000199 0920								
	65218	10/09/20	100261		999998184	M	10/20/20	024290 3361	UTILITIES	130.19
		INVOICE: 255805625000199 1020								
	65219	09/09/20	100262		999998185	M	10/20/20	024290 3361	UTILITIES	129.36
		INVOICE: 355805677000187 0920								
	65220	10/09/20	100263		999998186	M	10/20/20	024290 3361	UTILITIES	143.61
		INVOICE: 355805677000187 1020								
	65221	09/09/20	100264		999998187	M	10/20/20	024290 3361	UTILITIES	129.36
		INVOICE: 155806425000158 0920								
	65222	10/09/20	100265		999998188	M	10/20/20	024290 3361	UTILITIES	143.61
		INVOICE: 155806425000158 1020								
	65223	09/09/20	100266		999998189	M	10/20/20	024290 3361	UTILITIES	139.36
		INVOICE: 155806407000135 0920								
	65224	10/09/20	100267		999998190	M	10/20/20	024290 3361	UTILITIES	153.61
		INVOICE: 155806407000135 1020								
VENDOR TOTALS		5,372.18		YTD	INVOICED		5,372.18		YTD PAID	1,098.46
3746 VERIZON COMMUNICATIONS	65153	09/15/20	100196		999998124	M	09/29/20	014520 3361	UTILITIES	125.98
		INVOICE: 552503413000154 0920								
	65154	09/17/20	100197		999998125	M	09/29/20	014092 3361	UTILITIES	704.66
		INVOICE: 356288651000177 0920								
	65155	09/19/20	100198		999998126	M	09/29/20	014092 3361	UTILITIES	17.84
		INVOICE: 154180707000158 0920								
	65225	09/27/20	100268		999998191	M	10/20/20	024290 3361	UTILITIES	141.99
		INVOICE: 852561235000155 0920								
VENDOR TOTALS		4,673.95		YTD	INVOICED		4,673.95		YTD PAID	990.47
5235 WALMART	65255	10/07/20	100298		999998220	M	10/07/20	014100 3245	SUPPLIES	20.99
		INVOICE: 09647								

11/05/2020 12:16
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West Whiteland Township
PAID WARRANT REPORT

P 15
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WARRANT: 111020PC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				635.62	YTD INVOICED			796.03	YTD PAID	20.99
281 WHITFORD FLOWERS INC	65094	10/15/20	100137		999998078	M	10/15/20	014010 3119	INCENTIVE	76.95
	INVOICE: 7534									
VENDOR TOTALS				782.86	YTD INVOICED			782.86	YTD PAID	76.95
5400 WHOLE FOODS MARKET	65256	10/07/20	100299		999998221	M	10/07/20	014100 3245	SUPPLIES	18.02
	INVOICE: WY5U7ZPG5Q									
VENDOR TOTALS				18.02	YTD INVOICED			18.02	YTD PAID	18.02
4173 XYLEM WATER SOLUTIONS USA, INC.	65124	08/24/20	100167		999998097	M	09/22/20	024290 3245	GENERAL SUPPLIES	119.22
	INVOICE: 3556B36117									
VENDOR TOTALS				5,493.94	YTD INVOICED			5,493.94	YTD PAID	119.22
1155 YIS/COWDEN GROUP INC	65276	10/26/20	100319		999998243	M	10/26/20	014100 3374	EQUIPMENT REPAIRS	94.95
	INVOICE: 7038									
VENDOR TOTALS				5,243.55	YTD INVOICED			5,414.55	YTD PAID	94.95
5581 ZOOM VIDEO COMM	65159	10/02/20	100202		999998130	M	10/02/20	014010 3340	COMMUNICATIONS	10.50
	INVOICE: INV44725190									
	65344	10/23/20	100388		999998255	M	10/23/20	014010 3340	COMMUNICATIONS	69.98
	INVOICE: INV48226550									
VENDOR TOTALS				1,076.14	YTD INVOICED			1,076.14	YTD PAID	80.48
REPORT TOTALS										230,251.09

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	176	230,251.09

** END OF REPORT - Generated by Zenobia White **

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West Whiteland Township
PAID WARRANT REPORT

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WARRANT: 111020AC

TO FISCAL 2020/11 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2384 AQUA PA	65277	10/22/20	100320		999998244	M	11/13/20	014520 3361	UTILITIES	152.74
	INVOICE:	310964	1482832	1020						
	65278	10/20/20	100321		999998245	M	11/11/20	014300 3361	UTILITIES	270.46
	INVOICE:	310965	0310965	1020						
	65279	10/20/20	100322		999998246	M	11/11/20	014520 3361	UTILITIES	103.65
	INVOICE:	310964	0310964	1020						
	65280	10/22/20	100323		999998247	M	11/13/20	024290 3361	UTILITIES	22.88
	INVOICE:	531014	0378105	1020						
	65281	10/22/20	100324		999998248	M	11/13/20	024290 3361	UTILITIES	116.39
	INVOICE:	300138	0300138							
	65282	10/22/20	100325		999998249	M	11/13/20	014520 3361	UTILITIES	86.40
	INVOICE:	540296	0389744							
	65283	10/21/20	100326		999998250	M	11/12/20	014520 3361	UTILITIES	28.03
	INVOICE:	310880	0310880	1020						
	65284	10/20/20	100327		999998251	M	11/11/20	014092 3361	UTILITIES	841.27
	INVOICE:	1487531	0624930	1020						
	65285	10/20/20	100328		999998252	M	11/11/20	014092 3361	UTILITIES	212.90
	INVOICE:	1487531	0415059	1020						
VENDOR TOTALS			104,192.59	YTD INVOICED				116,040.14	YTD PAID	1,834.72
									REPORT TOTALS	1,834.72

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	9	1,834.72

** END OF REPORT - Generated by Zenobia White **

WEST WHITELAND TOWNSHIP

RESOLUTION NO. 2020 - 45

WHEREAS, by virtue of Resolution 2009-09 adopted April 8, 2009, the Board of Supervisors of Whiteland Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2009, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of West Whiteland, Chester County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes reformatting of the following public records:

RECORDS TO BE DESTROYED:

<u>OFFICE</u>	<u>RECORD TITLE</u>	<u>DATES</u>	<u>MEDIA/File Size</u>
Administration	Board of Supervisors (Zoom)	October 14, 2020	554 MB of data
Planning	Planning Commission (Zoom)	October 6, 2020	571 MB of data
Planning	Historical Commission (Zoom)	September 14, 2020	666 MB of data
Public Works	Public Services Commission (Zoom)	August 5, 2020	1.48 GB of data

ADOPTED this 10th day of **November, 2020**.

WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS

Rajesh Kumbhardare, Chairperson

ATTEST:

Mimi Gleason, Township Manager

Theresa Santalucia, Vice-Chairperson

Joshua Anderson, Supervisor

MEMORANDUM

TO: Board of Supervisors
FROM: Beth Jones, Finance Director
SUBJECT: 2021 Budget – Authorization to Advertise
DATE: November 5, 2020



Motion: To authorize advertisement of the 2021 preliminary budget.

2020 has been, and as of this writing, continues to be an unprecedented year. While a global pandemic has upended so many norms, West Whiteland continues to be a very busy Township. As you've seen during the past year, numerous Township projects progressed and development and construction came back strong after a COVID-19 shutdown impacted the industry, all while staff learned to adjust processes to work differently (and safely) or work from home.

Now we are preparing for a new year through the budget process. Over the course of the September and October Board meetings, each piece of the 2021 budget has been presented. The preliminary budget is presented to you now in its entirety and represents the Township's plan for continuing to improve services and, to the extent we can, manage development and manage the impacts of COVID-19 over the next year.

This memo includes a few items of note for the Supervisors. The Manager's Budget Overview and the Budget Summaries that follow provide a high-level overview of the budget, highlights of key components, and an analysis of the fiscal impact of the budget.

Items of Note:

- Solid Waste (Fund 12): After discussion with the Board, staff revised the annual Solid Waste Fee (12.3640-9481) to increase incrementally over two years, instead of one. Also, the payment of the annual 904 Grant by the State has been delayed until 2021. As staff does not know if the payment of next year's grant will be delayed or not, only one year of grant funds are shown in the 2021 budget.
- Liquid Fuels (Fund 35): To more effectively utilize reserves and reduce the annual contribution from General Fund (01) to Fund 50 (Equipment Replacement Fund), purchases of Roads vehicles will be made from Fund 35.
- Technology (Fund 70): The Township is transitioning from a network with periodic large equipment purchases to cloud-based software with annual contracts. Beginning in 2021, department-specific software is included in department budgets. The remaining hardware and township-wide IT expenses are in Fund 70 and paid for by transfers from the dept budgets. More discussion of this can be found in the Technology Fund section of the budget.
- Public Service (Fund 65): Included in this budget (65-4520-3450) are funds to replace and upgrade the Township's LED informational sign at Miller Park.
- General Fund (01): With COVID-19 impacts anticipated to continue into and throughout 2021, there are no new staff included in this year's budget.
- General Fund (01.3100): Revenue projections have been revised upward after receipt of October disbursements and additional review of trends.
- General Fund (01.3540-8550): Liquor license fees have been suspended by the state for 2021. The budget has been updated to reflect this loss of revenue (\$5,400).

2021 BUDGET TABLE OF CONTENTS



OVERVIEWS

1. Summary Memo from the Manager
2. General Fund Summary
3. Sewer Operating Fund Summary
4. Solid Waste Fund Summary

BUDGET DETAILS

1 General Fund

- Operating Revenue – P&L and Budget
- Operating Expenditures – Department Exec. Summaries and Budgets:
 - 4010 Administration
 - 4050 Finance
 - 4092 Municipal Complex
 - 4100 Police
 - 4110 Fire and EMS
 - 4130 Codes
 - 4140 Planning & Zoning, Historic Preservation
 - 4300 Roads & Fleet (see also Fund 35, Liquid Fuels)
 - 4520 Parks & Recreation
 - 4810 Debt Service

2 **Sewer Operating Fund** – Exec. Summary and Budget

3 **Sewer Construction (Capital Projects) Fund** – 5 Year Plan and Budget

12 **Solid Waste (Residential Trash & Recycling Collection) Operating Fund** – Exec. Summary and Budget

35 **Liquid Fuels (Road Maintenance) Fund**

40 **Retirement Health & Life Insurance Fund** – Executive Summary and Budget

50 **Equipment Replacement Fund** – 10 Year Plan and Budget

55 **Fire Company Equipment Replacement Fund** – 10 Year Plan and Budget

65 **Public Service (Capital Projects) Fund** – 5 Year Plan and Budget

70 **Technology Fund** – 5 Year Plan and Budget

2021 Budget Overview

WEST WHITELAND TOWNSHIP BUILDING
101 COMMERCE DRIVE

What a year!



COVID impended 2020

- When PA went into lockdown, most non-uniformed staff worked from home most days, although essential services continued
- Public meetings became virtual and we all learned Zoom
- Township Building has been closed to walk-in visitors since March; all staff available by appointment
- Deadlines for payment of taxes and fees were extended to offer residents and property owners flexibility if needed
- General fund receipts declined significantly in the 2nd quarter

Reserves offered stability

- Because of the Township's reserves, staff knew their jobs were safe in the early, uncertain days of the pandemic
- As a result, essential workers kept providing essential services
 - Police continued working but limited 1-1 contact when possible
 - Public Works did essential maintenance of roads, sewers and parks
 - Codes reviewed building permit plans so contractors would be ready to work when restrictions were lifted
 - Emergency management kept emergency responders and other staff supplied with PPE
 - Admin pushed info to the public about COVID and safety measures
 - *Everyone adjusted to constantly changing circumstances with equanimity and a willingness to help*

Revenue fluctuated

- Q2 revenue decreased as residents and businesses were impacted
 - Little permit revenue because construction stopped
 - Little transfer tax revenue because real estate sales slowed to a trickle
 - Property tax revenue was behind
 - Local services tax revenue slowed as people who work in West Whiteland were laid off
 - Earned income tax revenue dipped as residents and people who work in West Whiteland lost jobs or income
- Staff cut back on non-essential spending but mid-year we still anticipated a \$1 million general fund deficit for 2020 and ongoing uncertainty
- But by the end of the year, we now expect a surplus of almost \$300K ... and continued COVID uncertainty

GF Revenue ending strong

- Strong economic fundamentals in West Whiteland and Chester County and population growth supported our largest revenue source – earned income tax
- Continued interest in development, redevelopment and renovations in WWT
 - Construction resumed -> permit revenue catching up
 - Home sales soared -> transfer tax revenue catching up
 - Businesses reopened -> LST revenue close to budget
 - Most residents kept working, township population increased -> EIT revenue exceeded budget

This unusual year has reinforced the strong financial position that the Township is in, and the value of maintaining that strong position.

Long-term practice of careful planning, saving and spending built up a healthy rainy day fund. Moody's Aaa bond rating was reaffirmed in 2020, due in large part to the Township's reserves and growth.

Sustained interest from businesses staying open and even expanding; developers investing in large projects; and new residents moving in around the Exton Crossroads led to general fund revenue that offset losses incurred during lockdown.

Operating Budget Snapshot

2020 saw a reduction in revenue and spending that is expected to be short-term.

2021 GF budget has a \$200K deficit to be filled with reserves if the gap is not closed during the year.

Combined operations have a net \$200K surplus.

	2020 Budget			2020 Projection			2021 Budget			Reserves
	Rev	Exp	+/-	Rev	Exp	+/-	Rev	Exp	+/-	
Gen. Fund/ Liquid Fuels	\$12.7M	\$12.7M	\$5K	\$11.8M	11.5M	\$300K	\$12.3M	\$12.5M	-\$200K	\$15.7M
Sewer	\$4.3M	\$3.8M	\$500K	\$4.0M	\$3.5M	\$500K	\$4.0M	\$3.5M	\$500K	\$19.5M
Solid Waste	\$855K	\$859K	-\$4K	\$799K	\$875K	-\$77K	\$968K	\$1,055K	-\$88K	\$406K
Total	\$17.8M	\$17.3M	\$500K	\$16.6M	\$15.9M	\$700K	\$17.2M	\$17M	\$200K	\$35.6M

PRIMER: General v. Proprietary Operating Funds

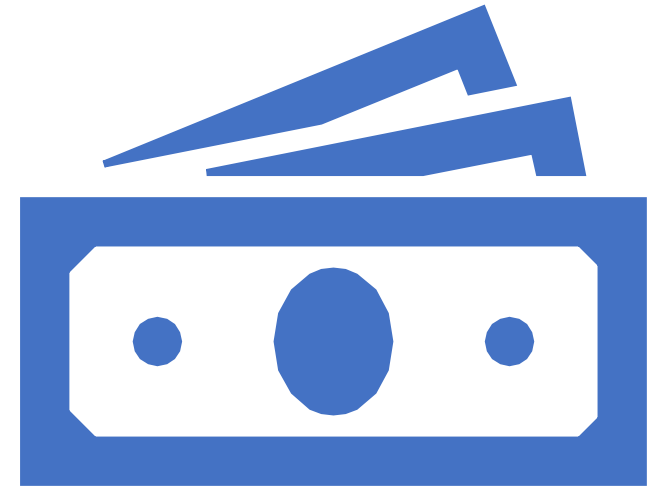
General Fund: Funds Township services that are principally paid for by taxes and intergovernmental revenue. It excludes services in the specific proprietary funds below. The General Fund is more sensitive to trends in the economy than the proprietary funds.

Liquid Fuels: Separate fund for municipal share of the state gas tax for road maintenance. For simplicity, it is grouped with the General Fund in the summaries in this presentation to account for the full cost of road maintenance.

Sewer: Separate proprietary fund for sewer fee that pays for operation and maintenance of the Township sanitary sewer system and the Township's share of the costs of wastewater treatment provided by other entities.

Solid Waste: Separate proprietary fund for annual solid waste fee and trash bag sales that pay for residential trash and recycling collection.

GENERAL FUND



PRIMER: General Fund Revenue

- Earned Income Tax: residents pay 0.5% of wages to West Whiteland and 0.5% to W.C. Area School District; non-residents who work in WWT and do not live in a municipality with an EIT pay 1% to WWT.
 - By far the largest revenue source in the General Fund at 50%
 - Resident/non-resident share of EIT revenue: 70/30
 - Many new residents (or significant raises for existing residents) are needed to noticeably increase EIT
 - \$100,000 in annual earned income generates \$500/year in EIT to WWT

PRIMER: General Fund Revenue

Other taxes: LST, transfer tax, property tax

- Each tax is much less revenue than EIT; combined they make up 25% GF revenue
- Local Services Tax: \$52/year paid by people who work in WWT & earn > \$12K/year
- Transfer tax: 0.5% of property sales price
- Property tax: WWT Board sets tax rate, which is applied to the property's assessed value set by Chester County; after the initial assessment, the assessed value only increases based on physical improvements, not increases in market value

West Whiteland rate is 0.0714%

Average homeowner pays \$121/year

General Fund Revenue History

2020 got better as we went along

Still room for recovery v. 2019

No change in 2021 property tax millage rate – the only rate the Board of Supervisors has discretion over

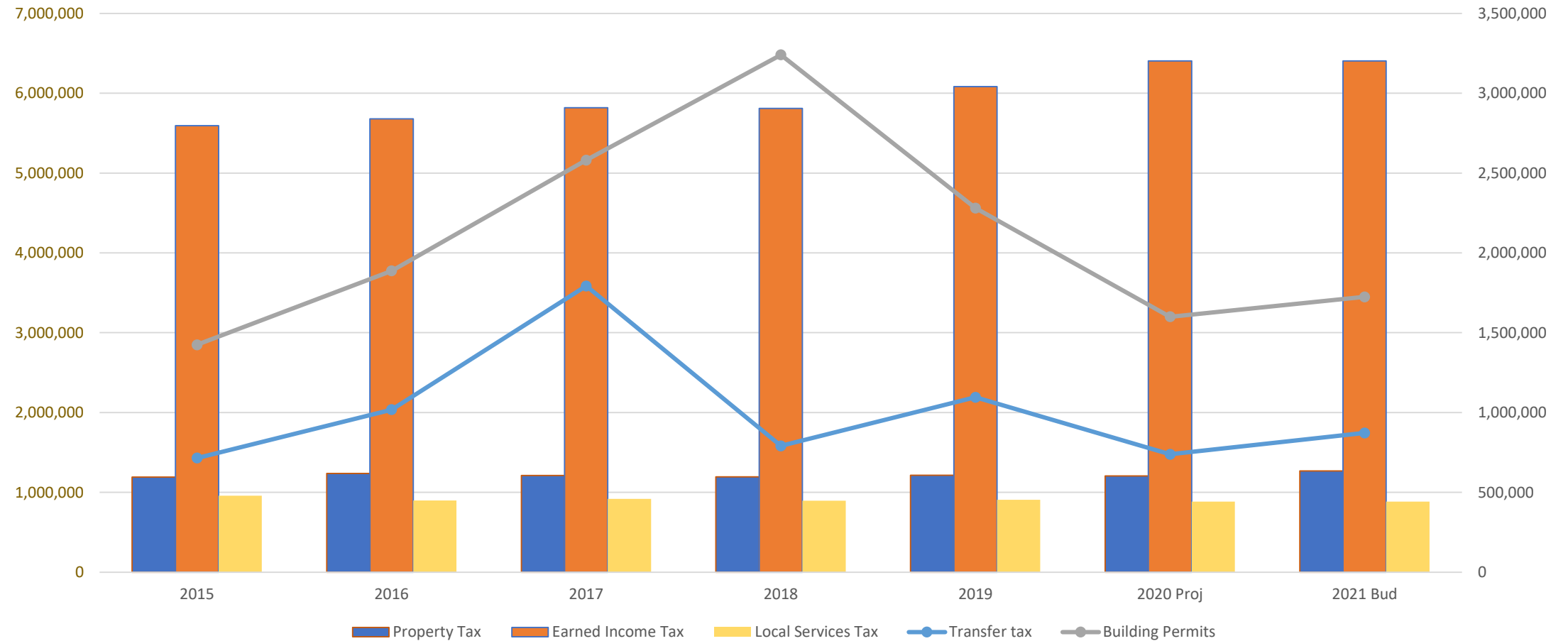
		EIT	LST	Property tax	R/E transfer tax	Permit Fees	Other Revenue	Total
1	2017	\$5,817,094	\$918,738	\$1,072,944	\$1,792,813	\$483,935	\$2,116,203	\$12,201,727
2	2018	\$5,809,599	\$896,709	\$1,057,126	\$790,877	\$2,140,667	\$2,091,232	\$12,786,210
3	2019	\$6,082,048	\$907,565	\$1,085,110	\$1,095,376	\$1,123,420	\$2,119,206	\$12,412,725
4	2020B	\$6,250,000	\$905,000	\$1,191,000	\$950,000	\$1,000,000	\$1,759,636	\$12,055,636
5	2020P1 (09/09/2020)	\$6,037,500	\$894,000	\$1,172,000	\$600,000	\$741,000	\$1,601,909	\$11,046,409
6	2020P2 (11/06/2020)	\$6,404,097	\$883,802	\$1,175,252	\$738,400	\$802,000	\$1,583,689	\$11,587,240
7	2021B	\$6,404,097	\$883,802	\$1,243,000	\$872,000	\$850,000	\$1,513,619	\$11,766,518
(6 - 4)	<i>Difference (2020B & 2020P2)</i>	\$154,097	(\$21,198)	(\$15,748)	(\$211,600)	(\$198,000)	(\$175,947)	(\$468,396)
(6 - 7)	<i>Difference (2020P2 & 2021B)</i>	\$0	\$0	\$67,748	\$133,600	\$48,000	(\$70,070)	\$179,278

Surprisingly Strong Earned Income Tax

- Mid-year projections for large 2020 deficit included assumption that EIT receipts would decline due to the economic impact of COVID
- Q2 was down significantly
- Q3 rebounded significantly
- 2020 projection and 2021 budget conservatively assume continued modest growth
 - Staff analyzed EIT data from every direction we could think of and dialed back the forecast a bit in case COVID slows growth in 2021
- The GF budget includes \$200K in planned use of reserves – which may not be necessary with careful spending and a decent (not even spectacular) economy

Development impact on GF revenue

Spikes in building permit fees and transfer taxes in 2017-18, followed by slowly increasing earned income tax

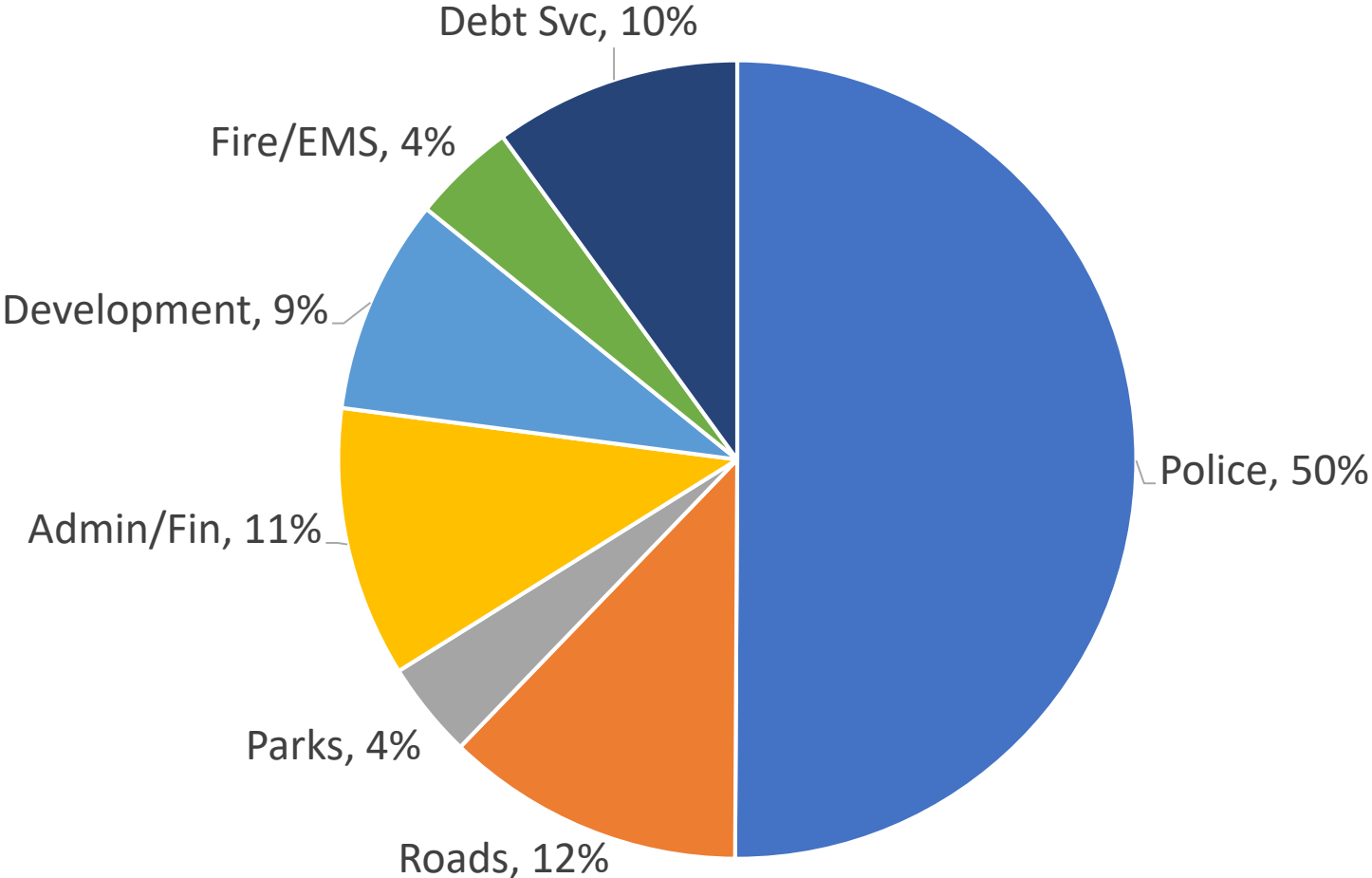


General Fund/Liquid Fuels Operating Expenses

Projects and purchases were deferred in 2020 due to COVID uncertainty

GENERAL FUND & LIQUID FUELS OPERATING EXPENSES	2020 BUDGET	2020 PROJECTIONS	2021 BUDGET	2021B % OF TOTAL
Salaries & Benefits	\$7,902,568	\$7,253,612	\$7,968,045	64%
Debt Service	\$1,150,000	\$1,428,730	\$1,248,505	10%
Maint. & Operations	\$1,579,660	\$996,847	\$1,405,729	11%
Contracted/Professional Services	\$752,800	\$670,300	\$670,600	5%
Other Expenditures	\$1,275,875	\$1,135,769	\$1,184,849	9%
TOTAL GF + LF Oper Exp	\$12,660,903	\$11,485,258	\$12,477,728	100%

General Fund by Service



2020-21 General Fund Highlights

- Adoption of clean energy plan, in cooperation with 5 other municipalities in the West Chester area; implementation begin with installation of electric vehicle charger in parking lot; also jointly exploring a power purchase agreement for solar energy - organizations such as SEPTA and the Univ. of PA have lowered their electricity costs while reducing carbon emissions in this way
- Completed construction of the bike/ped path from the Chester Valley Trail to Exton Train Station
- Secured a grant to build the north leg of the Ship Road Couple and CVT connection; developers' plans to build the south leg are under review

2020-21 General Fund Highlights

Following George Floyd's death, staff and Supervisors supported the Board's racial justice resolution by embarking on an educational journey

- Book club read and discussed "White Fragility", by Robin DiAngelo
- 2nd club is adapting the "21-Day Racial Equity Challenge" into a 21-Week Challenge
- Employee survey underway to assess areas for improvement
- Researching training options that go beyond the run-of-the-mill anti-bias programs
- Goals: ensure we have a respectful workplace; increase our awareness of how unintended insensitivity and misplaced assumptions impacts people of color – and learn what we can do to change that; when we've built up a stronger foundation, engage with the community

The Board's and community's pride in the Police Dept is deserved

- With problems in law enforcement around the country receiving justified attention, our police department re-examined practices and data as part of their commitment to quality
- The WW PD is one of only 10% of departments in PA to be accredited

2020-21 General Fund Highlights

2021 budget includes plans to make better use of GF's substantial reserves to free up operating revenue, while still retaining \$12M in reserves (almost 100% of GF annual operating revenue)

- Transfer \$800K from retiree medical fund & general fund to fully fund police retiree medical obligations, reducing GF annual obligation by \$245,000
- Transfer \$500K from GF reserves to Public Service Fund as pool for park facilities replacements/upgrades, reducing GF savings line item by \$50,000
- Transfer \$500K from GF reserves to Public Service Fund as pool for municipal complex replacements/upgrades, avoiding planned GF savings line item of \$25K
- Use Liquid Fuels balance and portion of future annual grants to pay for Roads vehicles in 10-year equipment replacement plan, reducing GF contribution to Fund 50 by \$80,000
- Transfer \$2M from GF reserves to Public Service Fund as a capital reserve for use on stormwater and other projects that would be approved in future capital project plans in the budget

Sanitary Sewer

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Sewer Operations

Almost all revenue comes from annual sewer fee

Half of expenses pay for wastewater treatment by
Downtown Area Regional Authority and West Goshen
Sewer Authority

No change to the annual sewer fee.

	2020P	2021B	% of Total
Sewer Rent	3,226,000	3,240,000	82%
Other Revenue	213,500	705,600	18%
Total	3,439,500	3,945,600	100%
Twp system maintenance	1,685,000	1,658,000	48%
3d party contracted treatment	1,810,000	1,810,000	52%
Total	3,495,000	3,468,000	100%

2021 Sewer Improvements

Begin rehab of Clover Mill Pump Station

- West Whiteland infrastructure conveys sewage to Downingtown Area Regional Authority (DARA) treatment plant
- Uwchlan and West Whiteland Townships share cost

Complete study to identify groundwater inflow and stormwater infiltration (I&I) of the system

- Implement “cured-in-place” pipe project to seal pipes from I&I, thereby reducing wastewater treatment costs

PennDot will install section of Clover Mill Force Main on new bridge over Quarry Road

- West Whiteland infrastructure in East Caln Twp conveys sewage to DARA
- Uwchlan and West Whiteland Townships share cost

The sanitary sewer system is major infrastructure that must be upgraded periodically to work well and avoid environmental and fiscal emergencies.



Solid Waste/Trash & Recycling

Upheaval in overseas market for recycled material led to significant increases in the cost of recycling. The bids for the 2021-25 reflect that trend. A \$20/year increase in 2021 and 2022 is necessary to cover that increase.

Solid Waste – residential trash & recycling

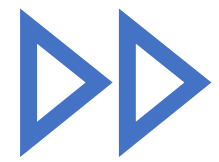
The hauler contract is increasing \$150K/year.

The solid waste fee paid by homeowners is increasing \$20/year.

SOLID WASTE FUND	2020 PROJ	2021 BUDGET	% TOTAL	% v '20 PROJ
Bag Sales	\$565,000	\$565,000	58%	0%
Solid Waste Fee	\$215,502	\$296,000	31%	37%
Recycling Grant	\$3,927	\$93,000	10%	2268%
Other Revenue	\$14,100	\$13,600	1%	-4%
TOTAL REVENUE	\$798,529	\$967,600	100%	21%
Hauler Contract	605,055	755,288	72%	25%
Tipping Fees/Recycling Processing	201,000	255,030	24%	27%
Trash Bags	29,700	29,850	3%	1%
Staff and Misc.	\$40,663	\$14,960	1%	-63%
TOTAL EXPENSES	\$876,418	\$1,055,128	100%	20%

Solid Waste Fee

- The annual fee paid by homeowners will increase from \$49 to \$69 per year.
- Trash bags purchased by homeowners in the “Pay as You Throw” system cover more than 1/2 of the costs of trash and recycling collection; the annual fee pays for almost 1/3.
- The contract with the hauler for collection is almost $\frac{3}{4}$ of total costs.
- Because the annual fee is a relatively small share of solid waste revenue, while the hauler contract driving the cost increase is most of solid waste expenses, a higher percentage increase is needed in the fee to cover the increase.
- However the increase amounts to only \$20/household in 2021.



The Look Ahead

The Look Ahead

- Break ground on Exton Park playground and trail near Swedesford Road
- Break ground on new Public Works Facility
- Start community conversations about the vision for Exton Crossroads
- Work with West Chester Area Council of Governments on implementation of clean energy plan
- Complete staffing and service analysis to assist lean staff that can't keep up with volume of work – are there services that can be cut back? or support for adding staff...and paying for that through tax increases? Or other ideas?

General Fund Revenue



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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
013000	7001 TAX LIEN	-11,959.59	-15,000.00	-15,000.00	-18,015.65	-21,000.00	-17,000.00	13.3%
	2020P - 2020 is trending higher than 2016 thru 2019 when looking at Jan-July receipts. Avg'd Aug - Dec receipts of 2016 - 2019= \$4,700 total							
	2021B Using the avg of 4 years (2016-2019) the median is \$17,368							
013000	7101 RE/CURRENT	-1,085,109.75	-1,191,000.00	-1,191,000.00	-1,150,059.29	-1,175,252.00	-1,243,000.00	4.4%
	2020P=Jan-Sept. actuals. Oct-Nov (no Dec) projections from 2019.							
	2021B=Estimated total assessment (includes apartment developments Hanover, Parkview and *Main Street). 1,898,369,545 (175.764M over 2020) times 93% (collection rate and 2% early discount) minus 1.3% reduction per IFO study.							
	*Assume Main Street reassessment to occur mid way through 2021.							
013000	7205 HYDRANT	-110,118.10	.00	.00	.00	.00	.00	.0%
	Starting in 2020 Consolidated into General RE Tax							
013000	8586 PILOT	-8,176.17	-8,176.00	-8,176.00	-8,119.30	-8,119.00	-8,119.00	-.7%
	Payment in lieu of taxes: flat every year; paid early in year; Devereux property							
013100	7300 RE TRANS	-1,095,376.16	-950,000.00	-950,000.00	-604,396.40	-738,400.00	-872,000.00	-8.2%
	Twp rate: 0.5%							
	2020P - Trended below budget May & June due to COVID-19 restrictions. Anticipate uptick for the remainder of 2020. The projection was calculated using Jan-Oct actuals and \$67K/ month for the remaining 2 months Nov- Dec.							
	2021B - Includes an average of 2015-2020 w/o 2017 as it was an outlier.							
013100	7400 EIT	-6,082,047.72	-6,250,000.00	-6,250,000.00	-4,844,248.93	-6,404,097.00	-6,404,097.00	2.5%
	Twp rate: 1% of earned income; split 50/50 with WCASD for WWT residents.							
	2020P-See EIT Q4 analysis spreadsheet for details.							
	2021B- -See EIT Q4 analysis spreadsheet for details. Because of COVID uncertainty, keep budget flat to 2020P; assume revenue from new residents possibly offset by further COVID impact.							
013100	7450 LST	-907,564.81	-905,000.00	-905,000.00	-645,426.36	-883,802.00	-883,802.00	-2.3%
	Rate: \$52/year for each employee that works in West Whiteland.							
	2020P: Projection uses Jan-Oct. 2020 actuals and Nov-Dec 2019 actuals. (2.62% reduction v. 2019 actual)							
	2021B: Because of continued uncertainty due to COVID and retail industry shifts, not budgeting for a rebound in employment in WWT businesses - keep flat v. 2020P.							
013210	7610 TRANSIENT	-2,075.00	-2,000.00	-2,000.00	-75.00	-75.00	-500.00	-75.0%
	Permits for door to door solicitors							
	2020P: Door-to-door solicitation wasn't permitted in WWT in 2020 due to COVID.							
	2021B: Expecting no door-to-door solicitations until late in 2021.							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
013210	7820 STREETOPEN Revenue received mostly from utilities (Aqua, Peco, etc.), and a small amount from property owners, when they open a Twp road for construction projects.	-28,135.00	-20,000.00	-20,000.00	-16,775.00	-20,000.00	-20,000.00	.0%
013210	8112 ALARM PERM Revenue received from alarms permits issued. 2021B - Moved from 013520.8112	.00	.00	.00	.00	.00	-1,500.00	.0%
013210	8590 CABLE FRAN 2020P: actual = Jan-Aug expect one more quarterly payment. 2021B: Continue cord cutting projections at 2.55% (2019 v 2018 = 2.55% reduction)	-416,808.21	-405,000.00	-405,000.00	-306,962.25	-406,000.00	-396,000.00	-2.2%
013210	9409 PA TRAIN \$4.50 for every construction permit issued. This revenue has a corresponding expense line item (014130.3385) which is paid to the State.	-3,244.00	-3,000.00	-3,000.00	-1,890.50	-2,500.00	-2,500.00	-16.7%
013210	9410 BUILDING 2020P- Actuals determined by using Jan-Oct actuals + Nov & Dec 2019 receipts to calculate + \$50K for Valtech. 2021B - \$850K estimate from Codes Dept	-1,123,420.27	-1,000,000.00	-1,000,000.00	-575,118.30	-802,000.00	-850,000.00	-15.0%
013210	9412 ZONING	-200.00	.00	.00	.00	.00	.00	.0%
013210	9435 FIRE/RENTA 2020P & 2021B Continue to allocate time to to new construction inspections, therefore less fire and rental inspections.	-5,480.00	-5,600.00	-5,600.00	-1,515.00	-1,600.00	-1,500.00	-73.2%
013210	9436 RENT INSP	-85.00	.00	.00	.00	.00	.00	.0%
013410	8510 INTEREST 2020P: YTD is running below budget as 2020 sees continuing decreases in interest & dividend yields. 2021B: Cut 2020 projection in half. Average running interest rate in 2019 was 2.5% (most investments term in 2020). Avg 2020 rate is 1.48%, and newer issued rates are significantly lower. Don't expect any increases in 2021.	-329,352.31	-230,000.00	-230,000.00	-113,217.03	-169,000.00	-84,500.00	-63.3%
013520	8110 VEH VIOLAT Revenue received from Chester County for vehicle violations. 2020P -Running below budget 2021B - Expect a return to 2019 level	-73,294.83	-70,000.00	-70,000.00	-41,877.71	-52,000.00	-70,000.00	.0%
013520	8111 PARKING	-100.00	.00	.00	.00	.00	.00	.0%
013520	8112 ALARM PERM These fees are not violations. 2021B moved revenue account to alarm permits 013210-8112.	-5,165.00	-3,700.00	-3,700.00	-1,405.00	-1,500.00	.00	-100.0%
013520	8120 VIOLATIONS Revenue received from Chester County/District Court for ordinance violations, as well as Township revenue collected for false alarm fees.	-83,989.86	-76,000.00	-76,000.00	-42,202.32	-52,000.00	-60,000.00	-21.1%

Below budget - COVID impact, which could continue into 2021 but to lesser degree.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
013540	8350 FED/STA/CO 2020P: For the remainder of 2020 (Sept - Dec) expect to receive additional \$4,600 in Police-related grants (Buckle Up & Aggressive Driving) (run-rate; ongoing program but well below expectations due to COVID-19 suspension) ; DOJ Bullet Proof Vest (annual program, expect \$2.5K. When completed by historical commission, Chesco Vision Partnership Program grant (27.5K) for the update to the historic resource plan. 2021B - Anticipate a return to more normal levels as COVID-19 restrictions are lifted. Police related grants (Buckle up, & Aggressive Driving) (run-rate; ongoing program) \$16K, DOJ Bullet Proof Vest \$2.5K 2018 & 2019 actual included funds from the Pottstown Pike Study (2018; \$5,095, 2019; \$14,151). This program has ended.	-30,634.82	-38,000.00	-38,000.00	-5,049.87	-8,748.00	-46,000.00	21.1%
013540	8530 PUBLIC UTI	-7,975.46	-8,000.00	-8,000.00	-9,006.28	-9,006.00	-9,000.00	12.5%
013540	8542 FC RELIEF Act 205 Foreign Fire Tax Relief is received in September and the Township distributes the funds to the Fire Company within 30 days of receipt. Allocation is based on population and market value of real estate estimated by PA Auditor General. Sourced from the 2% Foreign Fire Tax (2% of casualty & fire insurance premiums sold in PA by insurers outside of PA). Assume flat.	-166,474.94	-166,000.00	-166,000.00	-167,108.01	-167,108.00	-167,000.00	.6%
013540	8550 LIQUOR LIC 2020P Paid March (\$3,900) and September (\$1,500) each year 2021B - LCB approved a waiver for 2021. Bars/restaurants do not have to pay their fee in 2021.	-6,000.00	-6,000.00	-6,000.00	-5,400.00	-5,400.00	.00	-100.0%
013540	8575 PENSION 2020P: 2020 State Aid Unit Value determines State Aid received. As of 8/2020 awaiting the State to issue unit value. (1 officer = 2 units; 1 non-uniform employee = 1 unit) 2021B: Assume flat	-353,314.43	-414,760.00	-414,760.00	-388,982.82	-388,983.00	-389,000.00	-6.2%
013610	9300 LAND DEV	-7,487.48	-6,000.00	-6,000.00	-8,225.00	-8,225.00	-8,000.00	33.3%
013610	9340 ZHB	-8,250.00	-7,000.00	-7,000.00	-5,471.57	-6,000.00	-7,000.00	.0%
013610	9455 PLANNER FE	-11,500.00	-12,000.00	-12,000.00	-11,596.25	-12,000.00	-12,000.00	.0%
013620	7910 TRANSFER 2020B: \$95K transfer from Sewer allocated costs. \$5K incentives, \$700 Crime Prevention, \$19K Historic Resources 2021B: \$95K transfer from Sewer allocated costs. \$5K incentives. \$3.1K - Crime Prevention	-100,000.00	-119,700.00	-119,700.00	-119,700.00	-119,700.00	-103,100.00	-13.9%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
013620	9149 INS REFUND	-30,385.57	.00	.00	-25,704.53	-25,705.00	.00	.0%
	Traffic Signal Claims (offset by 014300-3456 INS). This is insurance reimbursements driven by accidental property damage. Do not budget for this item. 2020P = actuals							
013620	9150 INS CO REF	-38,534.16	-30,000.00	-30,000.00	-1,613.95	-25,800.00	-29,800.00	-.7%
	2020P - Funds from Delaware Valley Workers' Comp Trust (\$23K) will be received sometime in September/October 2020. The Rx subsidy (\$2.8K) is also expected to be received before year end. 2021B - Delaware Valley Worker's Comp Trust (DVWCT) Dividend from favorable performance (Sept ~\$23K), Rx subsidy from DVHT \$2.8K, & WC safety equip reimbursement/grant (\$4K every other year). All of these items can vary per year; used conservative assumption.							
013620	9155 REIMB OT	-89,516.60	-30,000.00	-30,000.00	-4,560.00	-7,500.00	-15,000.00	-50.0%
	Offset by 014100-3185 expense accounts for Penndot Details and private party hiring of off-duty officers for security and traffic control. Police Reimbursable Overtime (revenue acct 01.3510-8531 combined into this account). 2019 ran favorable due to Main Street & Rt 202 Construction. Will not continue.							
013620	9360 ACC REPORT	-8,575.00	-9,000.00	-9,000.00	-4,365.00	-4,800.00	-4,800.00	-46.7%
013620	9460 MISC REV	-145,705.42	-38,400.00	-38,400.00	-34,413.85	-39,000.00	-39,000.00	1.6%
	2021B: Green Drop \$1650/mth rental; Clear Channel \$600/mth; Procurement card rebates \$7.4K; Sale of recyclable material (scrap metal) & misc revenue/reimbursements remaining ~\$4K.							
013620	9471 EXTON PK	-11,165.00	-11,300.00	-11,300.00	-5,650.00	-11,300.00	-11,300.00	.0%
	2020P & 2021B - Per the lease.							
013670	9202 RENT FEES	-25,504.44	-25,000.00	-25,000.00	-10,120.00	-10,620.00	-11,000.00	-56.0%
	2020P & 2021B - Running low due to impact of COVID-19.							
TOTAL GENERAL FUND		-12,412,725.10	-12,055,636.00	-12,055,636.00	-9,178,271.17	-11,587,240.00	-11,766,518.00	-2.4%
	TOTAL REVENUE	-12,412,725.10	-12,055,636.00	-12,055,636.00	-9,178,271.17	-11,587,240.00	-11,766,518.00	-2.4%
	TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
	GRAND TOTAL	-12,412,725.10	-12,055,636.00	-12,055,636.00	-9,178,271.17	-11,587,240.00	-11,766,518.00	-2.4%

** END OF REPORT - Generated by Kimerbly Pelcin **

ADMINISTRATION (Admin, HR, Public Information, Solid Waste, Technology)

Administration is responsible for supporting and implementing general plans and policies of the Board of Supervisors, interdepartmental coordination and staff training/continuing education, human resources, technology, community relations, community events, and general administrative support.

Staffing: 3 FT, 3 PT

Boards and Commissions: Board of Supervisors

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

Delivering reliable administrative services

- *Proactive community engagement and public outreach*

Continue work started in 2020 with the public relations consultant to inform residents and businesses about Township priorities and seek pertinent feedback from impacted constituents. (Up to \$10,000 in contracted services – 01.4010.3450; also additional newsletter, mailings or other efforts – increased from \$4,000 to \$9,000 in 01.4010.3340)

Tell the West Whiteland Township story to residents and stakeholders via:

- the State of the Township report
- Newsletters – printed (see below) and eNews
- Social media
- Website
- “Road Show” where Township officials are available to present and discuss Township priorities and projects to HOAs, community groups, etc. (pending resolution of the pandemic)
- Community events such as Community Day in Exton Park and open houses (pending resolution of the pandemic)

(Part of \$2,000 in meetings – 01.4010.3424; part of \$2,500 misc. in communications – 01.4010.3340; cost for Community Day is in the parks budget; also see newsletter bullet below.)

Refresh the Township newsletter to compliment the new look of the recently redesigned website while still relaying up-to-date information to our residents and visitors. (\$1,000 for the refresh, in addition to \$18,200 for printing and mailing 2 newsletters to all property owners in communications – 01.4010.3340)

Build on efforts to encourage residents and businesses to opt in to emergency and community notifications through the Township’s CodeRED phone/text/email service. (No additional cost; included in \$5,200 annual maintenance contract for CodeRED in contracted services – 01.4010.3450.)

Collaborate with the Chester County Library and the Exton Chamber of Commerce to welcome new residents and businesses to West Whiteland Township and to inform them of the services offered. (Part of \$7,900 for additional mailings in communications 01.4010.3340.)

Explore partnerships with organizations to offer programming that improves community understanding about cultural differences. (Staff time)

ADMINISTRATION (Admin, HR, Public Information, Solid Waste, Technology)

- *Proactive community engagement and public outreach*

Build on 2019-2020 staff communication training by reinforcing new understanding and habits for all participants and coaching for management-level staff; foster an environment where employees feel valued through role clarification and focusing on staff's strengths and abilities. (Up to \$5,000 for HR consulting in contracted services – 01.4010.3450)

2020 ACCOMPLISHMENTS

Public Information and Communication

1. Hired a public relations consultant to improve the Township's communication efforts, with a focus on clearer information conveyed in ways that interested residents will find engaging; work included focus groups with residents and businesses to learn current impressions and information sources, which will guide new efforts to inform constituents about Township priorities and seek pertinent feedback. (Up to \$10,000 in contracted services – 01.4010.3450)
2. Completed the website redesign to focus on Township initiatives and to roll out an updated look with easy access to pertinent information. (No additional direct cost; included in annual maintenance contract for the website.)
3. Developed e-communication tools for outreach efforts during the pandemic. (Staff time)
4. Increased subscribers to Township social media and e-communication platforms. (staff time)

Social Media	Subscribers/Followers	Increase over 2019
Constant Contact eNews	Over 3,130	+ 5 %
Next Door	Over 4,720	+ 26 % 41% of 8,550 Township households from 34 neighborhoods
Facebook	Over 2,500 page likes Over 2,615 followers	+ 15 %

5. Designed and published two newsletters for the residents: usual edition focusing on Township services and an educational newsletter regarding development (to be mailed late in the year). (\$18,200 in communications – 01.4010.3340)

Human Resources (all costs are indirect through staff time, unless otherwise indicated)

1. Established health and work-from-home protocols for staff to ensure the continuation of Township services while maximizing staff safety during the pandemic.
2. Organized online trainings in the spring when non-uniformed staff were limited to essential services, including for harassment prevention and cybersecurity.
3. Successfully hired 6 full-time and 1 part-time employees; re-hired 1 seasonal employee to maintain current staffing levels.
4. Implemented an electronic onboarding process for all new hires. (staff time)

ADMINISTRATION (Admin, HR, Public Information, Solid Waste, Technology)

5. Began the discussion on how to build a more diverse and inclusive organization and uproot systemic racism from the workplace with a facilitated book club discussion. (\$2,500 in training for all departments – 01.4010.3422)
6. Identified and improved communication needs among departments and staff in order to boost staff collaboration and teamwork resulting in increased productivity in 2019. Continued in 2020 with role clarification and emphasis on need for documenting standard operating procedures.
7. Updated uniformed employee policies for sick leave and drug and alcohol prevention to ensure a healthy and positive work environment.
8. Restructured the Community Development Coordinator’s responsibilities to absorb the solid waste duties previously completed by the Purchasing Agent and document the process.
9. Annual contribution to the Chester County Library (moved from Community Contributions “department” to admin department budget in 2020). (\$9,500 in 01.4010.3548)

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014010	3002 PENSION The employer contribution to the Non-Uniform Pension Plan is based on MMO calculation	12,578.00	21,258.00	21,258.00	21,258.00	21,258.00	22,944.00	7.9%
014010	3003 WC Worker's Compensation Insurance.	643.79	650.00	650.00	548.92	548.92	480.00	-26.2%
014010	3110 SALARIES 2021 Budget: 3 full-time employees (64% and the remaining 36% to fund 02) 2 part-time employees	257,923.35	267,000.00	267,000.00	227,125.67	255,000.00	265,000.00	-.7%
	FICA is included.							
014010	3111 SUPERVISOR \$4,125 per elected Supervisor (3) plus FICA, based on the Second Class Township Code.	13,321.68	13,500.00	13,500.00	9,754.59	13,500.00	13,500.00	.0%
014010	3119 INCENTIVE Volunteer & Employee Recognition Programs: Service Awards: 2020: \$2,900 2021: \$2,000 Staff Recognition (i.e. \$25 Gift Card or Lunch) - 2020: \$250 2021: \$500 Appreciation of Service (Holiday Ham or Turkey for Employees, Retirees, and Volunteers) - 2020: \$3,300 2021: \$3,500 Holiday Luncheon - 2020: \$0 2021: \$1,500 Summer Picnic - 2020: Canceled 2021: \$500 Flowers/Fruit Baskets - 2020: \$1,500 2021: \$1,500	7,429.96	13,000.00	13,000.00	4,524.46	8,500.00	10,000.00	-23.1%
014010	3144 PTP SALARY	666.00	.00	.00	.00	.00	.00	.0%
014010	3153 LT DISABIL Long term disability insurance for all full-time employees. CIGNA is the carrier. 2021B - No increase in premium rate.	559.08	600.00	600.00	449.67	537.00	570.00	-5.0%
014010	3156 HEALTH INS 2021B - Includes Medical/Dental/Rx for Admin and BOS. Also includes Fed ACA fee for Patient-Centered Outcomes Research Trust Fund (PCORI) est. \$400 - approx. 160 participants.	67,020.39	70,500.00	70,500.00	53,049.87	70,300.00	64,000.00	-9.2%
014010	3158 LIFE INS 2021B Term Life Insurance for 3 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.	634.24	870.00	870.00	739.85	845.00	1,023.00	17.6%
014010	3183 OVERTIME	630.44	1,000.00	1,000.00	336.93	500.00	1,000.00	.0%
014010	3210 OFFICE SUP Office Supplies, envelopes, copy paper, postage machine supplies, business cards and Amazon Prime Membership for Township.	1,327.30	1,700.00	1,700.00	881.91	1,300.00	1,300.00	-23.5%
014010	3245 GEN SUPPLY Misc HR supplies, employment posters, reference material	465.62	1,000.00	1,000.00	350.63	500.00	500.00	-50.0%

11/05/2020 13:23
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014010	3314 SOLICITORS Township Solicitor and Labor Counsel 2020 budget and projection also includes \$6,000 to Cohen Law Group for the renewal of the Verizon Franchise agreement.	146,338.56	100,000.00	100,000.00	63,619.16	80,000.00	80,000.00	-20.0%
014010	3340 COMMUNICAT Additional newsletter, mailings or other forms of communication w/ residents - \$4,000 in 2020; \$9,000 in 2021 as part of effort for greater outreach Redesign of the newsletter to compliment redesigned website: \$1,000 in 2021 2 Newsletters (Design, Printing, Mail Prep, and Postage). Mailing to approx. 9,500, which includes residents and businesses - \$20,000 Advertisement of Board and Commission meetings, ordinance notices for all Departments except Planning, employment Ads, etc. - \$5,000 Misc: \$5,000 - General Postage, Meter Lease, and Supplies, - eNews, Social Media Boosts, Event Registration, - Photography, Display supplies, Design work, etc.	30,015.37	35,000.00	35,000.00	20,862.98	27,000.00	40,000.00	14.3%
014010	3351 PROPERTY Includes allocated cost of Property, Auto, & Inland Marine	2,487.00	2,500.00	2,500.00	2,352.41	2,352.41	2,500.00	.0%
014010	3352 LIABILITY Coverage for General liability, Public officials liability, Employment Practices liability, Law Enforcement liability, and Umbrella liability 2021B - 5% decrease in premium for general liability	10,980.60	11,100.00	11,100.00	8,948.57	9,150.00	8,872.00	-20.1%
014010	3361 UTILITIES 2021: VOIP Telephone System 2020: includes cost of eComm telephone software renewal	586.85	550.00	550.00	488.89	540.00	600.00	9.1%
014010	3380 UNEMPLOY PA Unemployment Compensation Solvency Fee	11,152.82	12,000.00	12,000.00	744.80	12,000.00	12,000.00	.0%
014010	3420 DUES West Chester Area Council of Governments (WCACOG) \$500 Exton Chamber of Commerce \$200 Chester County of Township Officials (CCATO) \$400 Pennsylvania State Association of Township Supervisors (PSATS) \$1100 Chester County Consortium of Managers \$400 Society of Human Resources Management (SHRM) \$200 Pennsylvania Municipal League (PML)/ Public Employer Labor Relations Assn Services (PELRAS) \$550 Association of Pennsylvania Municipal Managers (APMM) \$400 International City Managers' Association (ICMA) \$1,000 Pennsylvania State Association of Boroughs (PSABS) Training Only \$125 Subscriptions - Daily Local, and Philadelphia Inquirer \$200 Pennsylvania Association of Notaries (PAN) - \$450	5,774.77	7,000.00	7,000.00	5,351.59	5,525.00	5,525.00	-21.1%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014010	3422 TR/SEM/SCH Association of Pennsylvania Municipal Management (APMM) including Public Employer Labor Relations Advisory Service (PELRAS) Conference \$2500 Society for Human Resource Management (SHRM) Lunch and Learns HR Seminars and Certification Classes Management Training Chester County Association of Township Officials (CCATO) Fall & Spring Conferences	7,084.21	6,000.00	6,000.00	2,585.00	6,000.00	9,000.00	50.0%
014010	2021: Training in renewable energy policy/implementation 3424 MEETINGS Lunches and supplies for meetings Special Township Events and Meetings	1,728.04	2,000.00	2,000.00	1,566.84	2,000.00	2,000.00	.0%
014010	3450 CONTRACTED HR Services, including background checks & tests and management of short-term disability incidents Neighborhood University website, reimbursed by WCACOG General Code (\$5,000= 25% of all budgeted Fund 01 General Code expenses. Remaining 75% to Planning)	44,164.91	50,000.00	50,000.00	39,647.29	45,000.00	45,000.00	-10.0%
	CodeRed Community Notification System - moved from IT fund (\$5,200)							
	HR consulting services/team development (2020: \$10,000; 2021: \$5,000)							
	2020 & 2021 Professional marketing/civic engagement - \$10,000							
014010	3531 T TF 2021B transfer for shared costs of Township wide technology expenses.	16,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,871.00	7.3%
	See Technology Plan for details							
014010	3548 CHESCO LIB Community Contributions to Chester County Library	.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	.0%
014010	3708 TECHNOLOGY Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.	.00	.00	.00	.00	.00	5,500.00	.0%
	See Technology Plan for details							
	TOTAL GENERAL FUND	639,512.98	638,728.00	638,728.00	486,688.03	583,856.33	613,685.00	-3.9%
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE	639,512.98	638,728.00	638,728.00	486,688.03	583,856.33	613,685.00	-3.9%
	GRAND TOTAL	639,512.98	638,728.00	638,728.00	486,688.03	583,856.33	613,685.00	-3.9%

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2021 Budget Executive Summary – Finance Department

The Finance Department is responsible for budgeting, financial planning and forecasting, cash management, monitoring of investments, accounting, procurement, audits and internal controls, debt service, pension administration, OPEB trust administration, and sewer and solid waste billing. West Whiteland taxes – property, earned income, and local services – are collected by a contracted vendor, monitored by the Finance Department and the Chester County Tax Collection Committee.

Staffing: 4 FT, 1 PT, 1 PT budgeted but unfilled
Contractors: Audit Firm, Actuary Firm, Financial Advisory Firm, Pension/OPEB Advisory Firm, Tax Collection Firm
Boards: Board of Auditors (3 elected auditors)
Pension Advisory Board (5 volunteers, 2 employee non-voting reps)

2021 Township Goals and Department Support Actions

- *Sound financial planning to keep costs manageable and services reliable*
Maintain relationships with the Township’s banks and financial advisor for guidance and training related to Covid-uncertainties. (Staff time)
Continue the implementation and use of Synopsis forecasting software to assist with budget decisions. (\$9,500 in 01-4050-3708, detailed in the five-year technology plan for Fund 70)
- *Simple and effective administrative, operating, and financial processes*
Continue to evaluate, automate, improve, and document processes across all Finance functions, with a particular focus on improving uses of digital tools (ex. SharePoint) and reducing unnecessary redundancy.
- *Skilled staff with resources, training and encouragement to meet high standards*
Promote and encourage continued staff training and participation in professional organizations. For new staff, introduce them to opportunities and organizations. (01-4050-3420 and 01-4050-3422)
- *Professional systems to stay on top of requirements and best practices*
Complete research of governmental financial software applications, select an option, and implement a system that will enable more digital processes, increase efficiencies, and be well-organized and intuitive for all levels of users. The Finance Staff’s goal is that any potential new product will be cost-neutral and have budgeted accordingly. (\$29,200 in 01-4050-3708, detailed in the five-year technology plan in Fund 70)
- *Streamlined processes to meet the needs of constituents and co-workers*
Enhance in-house processes to best assist and educate internal stakeholders on finance-related processes and matters.

2020 Finance Department Accomplishments

1. Successfully navigated the uncharted waters of our new work-from-home/pandemic environs and migrated processes to remote work, making many adjustments along the way.

2021 Budget Executive Summary – Finance Department

2. Initiated and completed the 2020 bond issuance process to refinance the Township's 2007 variable rate note and bring stability to the rate, and provide funding for the new Public Works Facility, Exton Park, and Municipal Building capital improvements.
3. Secured a continued Aaa rating (highest available) from Moody's during the 2020 analyst's review of the bond issuance.
4. Secured a long-range forecasting software (Synopsis), built-out the history and baselines, and completed training which will allow for ease in forecasting how projects, changing costs, and initiatives will impact future years' budgets.
5. Completed the department's Role Clarification Project resulting in clear roles for each member of the department and updated job descriptions.
6. Departmental teamwork. With two resignations in 2020 of experienced personnel and the late 2019 resignation of the previous Director, all members of the Finance staff provided, over the year, much support and assistance to each other and new members of the staff.
7. Successfully onboarded three new employees – Finance Director, Accounts Payable Associate and Purchasing Agent.
8. Researched, selected, and began implementation of a new 457(b) plan for Township employees. Full implementation will be complete by year-end.
9. Reconfigured residential sewer bills to simplify the information and offered mailed installment billing, replacing a costly *bill with payment coupons* format.
10. Completed and submitted a FEMA/PEMA grant application in an effort to recoup Covid-specific expenses.

11/05/2020 13:28
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014050	3002	PENSION	14,216.00	22,923.00	22,923.00	22,923.00	22,923.00	19,827.00	-13.5%
014050	3003	WC	277.95	300.00	300.00	292.48	292.48	290.00	-3.3%
		Worker's Compensation Insurance.							
014050	3110	SALARIES	233,686.98	256,700.00	256,700.00	207,545.57	243,000.00	270,000.00	5.2%
		2021 Budget:							
		4 full-time employees (64% and the remaining 36% to fund 02)							
		1 part-time employee plus 1 part time budgeted but unfilled position (\$29K)							
		FICA is included.							
014050	3153	DISABILITY	841.67	950.00	950.00	685.48	837.00	730.00	-23.2%
014050	3156	HEALTH INS	43,585.52	44,500.00	44,500.00	33,901.11	44,380.00	48,800.00	9.7%
		2021B - Includes Medical/Dental/Rx.							
		2021B is higher than 2020 due to personnel changes.							
014050	3158	LIFE INS	875.89	1,300.00	1,300.00	1,112.31	1,200.00	1,260.00	-3.1%
		2021B Term Life Insurance for 4 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.							
014050	3183	OVERTIME	890.87	1,000.00	1,000.00	757.33	850.00	1,000.00	.0%
014050	3210	OFFICE SUP	589.67	1,100.00	1,100.00	660.98	700.00	1,100.00	.0%
		2021B - Includes check stock \$400							
		Office Supplies, copy paper, postage machine supplies, business cards, envelopes							
014050	3311	AUDITING	15,000.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	.0%
		Current contract goes through completion of the 2020 audit in 2021.							
014050	3340	COMMUNICAT	591.05	900.00	900.00	916.57	950.00	950.00	5.6%
		2020P: \$400 Advertising, \$550 Postage							
		2021B: same as 2020P							
014050	3351	PROPERTY I	1,666.00	1,700.00	1,700.00	5,268.09	5,268.09	1,700.00	.0%
		Includes allocated cost of Property, Auto, & Inland Marine							
014050	3352	LIABILITY	5,266.40	7,000.00	7,000.00	5,974.15	6,025.00	5,900.00	-15.7%
		Includes general liability plus premiums on bonds for Treasurer, Tax Collector and allocated share of Public Officers (BOS) and Public Employees.							
		2021B - 5% decrease in premium for general liability							
014050	3361	UTILITIES	587.95	650.00	650.00	543.46	610.00	680.00	4.6%
		2021: VOIP Telephone System							
		2020: includes cost of eComm telephone software renewal							
014050	3420	DUES	939.89	650.00	650.00	538.74	600.00	1,000.00	53.8%
		GFOA Natl & State \$300; PA Purchasing Association \$20; NIGP \$190							
		Amazon Prime \$121							
		Charitable org registration \$20							
		2021 Includes Notary fees ~\$385 but only every 4 years.							

11/05/2020 13:28
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014050	3422 TR/SEM/SCH 2021B: Conferences (Gov't Finance Officers Association) and other training. Possibility of virtual training which will reduce 2021 spending	5,176.84	5,000.00	5,000.00	3,785.82	4,000.00	3,300.00	-34.0%
014050	3424 MEETINGS Pension Advisory Board	471.72	600.00	600.00	140.55	140.55	450.00	-25.0%
014050	3450 CONTRACTED 2020P & 2021B - Tax Collection fees for EIT, LST, & Real Estate Keystone commission for LST(1.25%) + CCIU admin, postage, refunds - \$11,000 Keystone commission for EIT (1.25%) + CCIU admin (\$1,175), postage, refunds - \$75,000 Keystone cost for real estate tax bills - \$20,000, including all associated administrative costs	.00	108,000.00	108,000.00	84,306.90	106,000.00	106,000.00	-1.9%
	Chester County Tax Collection Committee contract with Keystone for LST and EIT through 2024							
014050	3531 T TF 2021B transfer for shared costs of Township wide technology expenses.	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00	17,174.00	-42.8%
	See Technology Plan for details							
014050	3708 TECHNOLOGY Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.	.00	.00	.00	.00	.00	38,700.00	.0%
	See Technology Plan for details							
014050	3807 INVESTMENT Includes monthly bank, investment and credit card fees.	15,677.14	16,000.00	16,000.00	10,124.91	15,000.00	15,000.00	-6.3%
	TOTAL GENERAL FUND	368,341.54	514,773.00	514,773.00	424,977.45	498,276.12	549,361.00	6.7%
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE	368,341.54	514,773.00	514,773.00	424,977.45	498,276.12	549,361.00	6.7%
	GRAND TOTAL	368,341.54	514,773.00	514,773.00	424,977.45	498,276.12	549,361.00	6.7%

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Public Works - Municipal Complex

PUBLIC WORKS DEPARTMENT – MUNICIPAL COMPLEX

The Public Works Department maintains the Municipal Complex at 101 Commerce Drive. The Municipal Complex houses all administration, planning, codes, police, finance and public works administrative staff.

Public Works Staffing: 16 FT (3 FT Administration, 12 FT Operators, 1 Mechanic), 1 PT Permanent

2021 INITIATIVES

1. Continue to investigate, evaluate and work toward implementation of energy efficiency measures and procedures when replacing components and systems in the building to advance our goal of 100% renewable energy by 2050. (\$15,000 in 3451)
2. Investigate logistics for additional water meter to isolate water usage from the lawn irrigation system in an effort to reduce sanitary sewer charges based upon water usage of the building.
3. Sealcoating and line painting the municipal parking lot. (\$10,000 in 3450)

2020 ACCOMPLISHMENTS

1. Installed an electric vehicle (EV) charging station in the Municipal Building parking lot. (\$22,500 in Public Service Fund 65) Grant rebate was awarded in the amount of \$9,000 for this project.
2. Purchased and installed two picnic tables in the front courtyard for public use. (\$3,000 in 3245)
3. Performed extensive maintenance to the stormwater management facilities to ensure proper functioning.
4. Upgraded the Masc security system. (\$18,000 in Public Service Fund 65)
5. Upgraded the WattStopper lighting system. (\$20,000 in 3450)
6. Installed new high-definition (HD) security cameras and security system to increase safety of employees and visitors. (\$29,000 in Public Service Fund 65)
7. Responded to the COVID pandemic by scheduling additional weekly cleaning of the Township Building, which will continue in 2021 as necessary (\$8,400 in 3450); coordinated with the County for deep cleaning of the building following the primary and general elections (paid by the County); maintained miscellaneous supplies for employee health, such as masks and sanitizer.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014092	3232 GEN DIESEL 2021B - Moved to utilities 014092.3361. In prior years this line item represented the cost of diesel fuel for the Municipal Building generator. Since the generator is run only during power outages fuel use is minimal.	.00	1,000.00	1,000.00	.00	.00	.00	-100.0%
014092	3245 GEN SUPPLY Maintenance and safety supplies for repairs and daily operations Small tools and minor equipment 2020: - Two Picnic Tables, each seats 6-8 people (\$3K)	13,270.79	14,000.00	14,000.00	9,665.03	12,000.00	14,000.00	.0%
014092	3361 UTILITIES 2021B: - Electric/Gas (\$52K) - Telephone (\$10K) Includes additional \$3K for phone/internet back up internet - Water (\$10.5K) - Generator Fuel (\$500) Moved from 014092.3232	67,760.44	69,150.00	69,150.00	55,325.10	67,500.00	73,000.00	5.6%
014092	3364 SANITARY F	6,201.75	2,700.00	2,700.00	651.00	2,700.00	2,700.00	.0%
014092	3365 SOLID WAST 2020P & 2021B Trash and recycling dumpsters \$230/month = \$2760	3,413.71	2,800.00	2,800.00	2,274.90	2,800.00	2,800.00	.0%
014092	3384 EQUIP RENT Rental of Hi-Lift, etc. (cleaning & repairs)	.00	500.00	500.00	.00	300.00	500.00	.0%
014092	3422 TRA/SE/SCH Building-related training and classes	.00	500.00	500.00	160.12	400.00	500.00	.0%
014092	3450 CONTRACTED ONGOING CONTRACTS, REGULAR/PERIODIC MAINTENANCE Irrigation & Maintenance Contract (\$2,300) Elevator Monitoring & Elevator Inspection and Maintenance (\$3K) Interior lighting mainenance and repairs (Watt Stopper) (\$1K) Backflow Prevention Testing (\$300) Fire Alarm Inspection and Sprinkler System Inspection (\$3,500) Pest Control (\$1K) Cleaning Contract (3x's/week) (\$30,900) Fire Extinguisher Inspection (\$500) Stormwater Management Report (\$1K) Fire Monitoring and Leibert System Monitoring (\$2,500) Phone Changes/Repairs (\$1K) Cooling Tower Water Treatment Service (\$2,600) Boiler Inspection (\$200)	53,522.26	74,000.00	74,000.00	70,285.51	70,000.00	70,000.00	-5.4%

11/05/2020 15:40
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
Security Equipment Repairs and Supplies (\$4K) Carpet Cleaning and Window Cleaning (\$3K) Shredding Event (\$2K) Miscellaneous (\$1,200)							
2021: - Sealcoat & Line Parking Lot (\$10K)							
014092 3451 CONTR HVAC HVAC Maintenance Service (\$25K)	20,804.08	40,000.00	40,000.00	27,291.44	30,000.00	40,000.00	.0%
2020 (budgeted, not spent) and 2021: - Explore potential upgrades for Renewable Energy/Energy Efficiency (\$15K)							
TOTAL GENERAL FUND	164,973.03	204,650.00	204,650.00	165,653.10	185,700.00	203,500.00	-.6%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	164,973.03	204,650.00	204,650.00	165,653.10	185,700.00	203,500.00	-.6%
GRAND TOTAL	164,973.03	204,650.00	204,650.00	165,653.10	185,700.00	203,500.00	-.6%

** END OF REPORT - Generated by Kimerbly Pelcin **

West Whiteland Municipal Building - Capital Improvement Plan

BUDGET SMALLER \$ ITEMS IN 01-4092; LARGER ITEMS MOVED TO CAP IMPROVEMENTS & F

Project Description	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
HVAC System											
HVAC Interface System					\$800,000						
HVAC Automation and central interface, buildout required TAC software upgraded needed @ 2023 w/o this work											
TAC System (software upgrades) - budget in 01-4092 For current HVAC interface system	\$9,000					\$10,000					\$11,000
HVAC Cooling Tower								\$15,000			
Security / Lighting											
Cameras (Security)			\$40,000								
MASC Security System Software Upgrade			\$17,800								
FOB System (Finger Print Reader or Phone Reader)						\$60,000					
Light Control System (TBD)											
LED Light Conversion					\$97,000						
Exterior											
Landscape modifications 2019: islands and frontage		\$11,000								\$10,000	
Outside LED Light Conversion (incorp. w/ interior light conversion?)							\$20,000				
Parking Lot (Seal Coat and Lining) - include in oper budget instead											
Electric Vehicle Charging Stations (received grant/rebate)			\$22,500								
Generator											\$175,000
Roofing System (30 year warranty 20xx thru xxxx)											
Communications											
A/V System - Main Meeting Room (est 5-yr life)	\$40,000						\$40,000				
A/V System - Community Room							\$7,000				
LED Sign for Corner (opted for sign at Miller Park)											
Aesthetics / Other											
Carpet in Main Meeting Room and Lobby									\$20,000		
Replace water fountains - bottle refill; filter to improve taste											
TOTAL	\$49,000	\$11,000	\$80,300	\$0	\$897,000	\$70,000	\$67,000	\$15,000	\$20,000	\$10,000	\$186,000

POLICE

The Police Department is a state accredited police agency that provides professional police services to all residents, business owners and those visiting the area. A primary goal is to maintain a safe environment for everyone to live, work, shop and enjoy all West Whiteland has to offer. The Department strives to reduce crime and the fear of crime through intelligence-led policing methods, investigations and educating the community on current crime trends that may affect them. Traffic control through education and enforcement to provide safe streets for people to travel by car, bike or foot is also a primary focus.

The Police Department is committed to serving and helping all those who are dealing with addictions, mental health issues, quality of life concerns and any other problem that is brought to our attention. We have developed partnerships and liaisons with many social agencies in the area and we stand ready to assist in any way we can.

Staffing: 29 FT (3 command, 21 patrol, 3 criminal investigation, 2 non-uniformed civilian personnel)

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Professional policing to support a safe community.*

To meet the needs of a growing township with an expanding population, additional officers are needed to properly fulfill our duties and responsibilities. The Command Staff is participating in a township-wide staffing analysis that will be presented to the Board for additional personnel considerations over the next five years. Some considerations include additional sworn officers to better staff our Traffic Safety Unit and Criminal Investigations Unit and part-time civilian personnel to assist with the Evidence and Accreditation functions.

Professional growth through training and education for each officer is extremely important to provide professional policing at every level. Each officer represents the Township and the Department at each interaction with the public. Each officer must be trained at a high level to properly provide the needed services with professionalism and pride.

As part of the township's Clean Energy Plan, the police department is committed to the reduction of fuel usage by utilizing hybrid vehicles for patrol use. We currently have two 2020 hybrid Ford Explorer Interceptors for use in the department's patrol division. We are budgeting to replace 3 vehicles in 2021 with hybrids. (\$141,000 for planned replacements in Equipment Fund 50)

Due to the ongoing pandemic, community policing activities have been severely curtailed this year. In 2021, the police department hopes to resume programs and activities that will allow us to re-connect with the general public and continue to build upon existing relationships and build new ones. Officers are able to conduct home and business security assessments, educational forums, Coffee With a Cop programs, vacation checks, station tours for Scouting programs and much more. We welcome any opportunity to educate constituents about safety tips and available resources.

- *Professional systems ensuring compliance with laws, regulations and grant requirements*

Maintaining PLEAC (Pennsylvania Law Enforcement Accreditation Commission) accreditation through the Pennsylvania Chiefs of Police Association.

Purchase new automated license plate recognition software for all police vehicles, replacing outdated technology. (\$5,400 annual contract included in 3708, detailed in the Technology Plan)

- *Skilled staff, with appropriate resources, training and encouragement to meet high standards*

Maintaining PLEAC (Pennsylvania Law Enforcement Accreditation Commission) accreditation through the Pennsylvania Chiefs of Police Association. This agency will be scheduled for its first PLEAC re-assessment in October of 2021. Searching for documentation to show we are in compliance with current PLEAC standards is a time consuming but important task. PLEAC standards do change and some are added to make sure accredited agencies are following the best practices and more recently; police reforms designed to assist with providing fair and impartial service to all.

Enroll three patrol officers, who have been designated as an Officers-In Charge, in Pennsylvania State University's POSIT (Police Supervisor In-Service Training) class or a similar first line supervisory training class. (cost of training \$2550 total). Enroll one Sergeant to attend POLEX (Police Executive Development) training. Developing future leaders for the department is critical for the organization to sustain a high level of professionalism. (cost of training \$1,300)

- *Streamlined administrative, operating and financial process*

Continued use of the various software programs that allow officers to access the department's records management system, TraCS, JNET, Power DMS, Guardian Tracking, PlanIt Scheduling, Evidence Tracker and MCSAP programs from their police vehicles. This will enhance productivity by allowing officers to complete many of their reports while they remain on patrol and visible in the community. (please see Technology Budget notes for additional information)

2020 ACCOMPLISHMENTS

1. The re-formation of a full-time traffic unit consisting of two officers.
2. Maintaining annual proofs of compliance required for the accreditation process.
3. The successful retirement of Chief Catov after a long and distinguished career.
4. The successful search and acquisition of a new Chief of Police.
5. Implementation of CRIMEWATCH to help provide transparency and keep our citizens informed.
6. Successfully adapted to COVID-19 to continue to provide 24/7 police services while working to keep our officers safe and healthy.
7. Lt. Deceder completed the FBI National Academy
8. Two officers trained as drone pilots for SCAT (systematic cause analysis techniques) and crime scene mapping.
9. The Police Department's Watch Guard video storage transitioned from a network backup to cloud storage, reducing the annual storage costs by \$12,000. (\$16,500)

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014100	3002	PENSION	563,767.00	712,435.00	712,435.00	712,435.00	712,435.00	785,706.00	10.3%
014100	3003	WC	122,697.85	130,000.00	130,000.00	130,897.82	130,897.82	135,000.00	3.8%
	2020P & 2021B: Includes Worker's Comp & Heart & Lung Act insurance.								
014100	3110	SALARIES	3,216,893.71	3,552,000.00	3,552,000.00	3,085,779.31	3,400,000.00	3,754,000.00	5.7%
	Includes medical opt out stipend for 1 officer.								
	Totals include Police Salaries, FICA, OIC, On Call (Detective Pay), Holiday Pay, Longevity and College pay, and Opt out stipend (1 officer). Also includes salary & FICA for two administrative employees.								
	2020P: Annualized using YTD as of 9/5/2020								
	2021B - 2021 Salary & Benefit model. Assume (1) officer to retire early in 2021 and replaced with new hire at 0-6 mos service credit.								
014100	3110	CBA UNIFORMMOU	264,843.02	45,000.00	45,000.00	44,953.44	44,953.44	.00	-100.0%
	2020P & 2021B: Rest of Sick payout from 2018								
014100	3153	LT DISABIL	8,259.56	9,600.00	9,600.00	7,165.35	8,600.00	9,600.00	.0%
014100	3156	HEALTH INS	616,192.88	685,500.00	685,500.00	515,805.65	685,500.00	680,000.00	-.8%
	Total healthcare premium costs, township contribution to employee HSA (officers enrolled in High deductible health plan, HRA employee reimbursements (officer enrolled in traditional PPO).								
	Officers hired after 2006 pay 5% of the annual health insurance premium to the Township.								
014100	3158	LIFE	9,000.04	13,150.00	13,150.00	11,407.70	12,100.00	16,100.00	22.4%
	2021B Term Life Insurance for 24 officers and 3 command staff for \$100,000. Also 2 full-time admin staff employees at 1.5 times their salary or a max amount of \$100,000.								
	2020/2021 20% increase, 2019/2020 saw a 25% increase.								
014100	3183	OVERTIME	161,550.60	175,000.00	175,000.00	145,598.24	162,000.00	175,000.00	.0%
	The majority of the overtime goes towards maintaining minimum staffing in the patrol squads.								
	2020P - Run rate averages \$10,764 per month plus comp time payout.								
	2021B - Based on annual total of 2,000 hrs (2020 annualized) of OT, Court time, Comp over 480, Holiday OT. Does not include special details or DTF.								
014100	3185	REIMB OT	57,235.98	30,000.00	30,000.00	4,125.19	7,500.00	15,000.00	-50.0%
	2021B Includes PENNDOT details, DUI Checkpoints, and various businesses seeking off-duty officers for security and traffic control. Offset by revenue in 01-3620-9155 (reimbursed OT) and 013540.8350 for Buckle Up and Aggressive Driving Grants.								

2020 - 014100.3184 "Drug OT" moved to 014100.3185. Reimbursable OT from the Chester County DA's Office for drug investigations. Offset by 01-3620-9155.

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014100	2020P - Trending lower due to COVID 3191 UNIF MAINT The contract allows for dry cleaning of 3 shirts and 2 pair pants per week per officer as well as 1 jacket every 6 months per officer.	9,845.30	12,000.00	12,000.00	6,165.70	8,500.00	10,000.00	-16.7%
014100	The 2020 price is \$3.00 per shirt, \$4.50 per pair of pants, and \$12.00-15.00 per jacket dependent upon the jacket weight. 3192 PHYSICALS Physical exams for 27 officers as per the CBA. Exams performed by Main Line Health at the Exton Square Mall. Includes the physical examination, lab work, vision testing, and EKG for each officer. Officers can also use their Aetna wellness exam and visit a doctor of their choice in lieu of having the exam done at Main Line Health.	1,210.00	1,500.00	1,500.00	150.00	500.00	1,500.00	.0%
014100	3196 NEW HIRE As of 8/2020; staff includes 24 officers and 3 command staff: 2021B Two (2) replacement officers due to possible retirements (two officers became eligible for retirement in 2020. One additional officer will be eligible for retirement at the end of 2021). \$12,400 - Equipment for possible new hires (uniforms weapons, duty equipment, vest and miscellaneous items). \$2,600 - Physical exam, psychological, polygraph, lab fees, and credit check to two replacement officers \$1,000 - Advertising for new hires TOTAL: \$16,000.00	13,676.77	16,000.00	16,000.00	7,161.42	7,161.42	16,000.00	.0%
014100	3210 OFFICE SUP \$375.00 - TraCS Thermal Paper (2 cases) \$600.00 - Supplies for Live Scan & CPIN (print cartridges) \$250.00 - Shredder Bags \$950.00 - Printer cartridges for CID, Traffic Unit & Police Administration printers. Remainder includes office supplies, envelopes, copy paper, postage machine supplies, business cards, etc.	4,872.39	5,500.00	5,500.00	2,503.53	4,000.00	5,500.00	.0%
014100	3213 EQUIPMENT 2021B \$400.00 - Bicycle maintenance (2 bikes) \$1,500.00 MCSAP (Motor Carrier Safety Assistance Program) - inspection of commercial vehicles. \$800.00 - Miscellaneous equipment for body worn cameras (replacement wires, pouches, etc.) \$4,800.00 - Ballistic vests (replaced every five years). This covers vests for Sergeant Billbrough, Sergeant McCloskey, Detective Buchmann, and Officer Dvorak. In the past we have received up to 50% reimbursement through grants.	12,045.88	19,600.00	19,600.00	17,214.75	19,600.00	16,200.00	-17.3%

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
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\$5,600.00 - Upgrade the lighting to three unmarked police vehicles (Chief Benson, Lieutenant Deceder, and Detective Pezick). The current limited lighting creates a safety risk while responding to and while on scene of an emergency. In 2020, we upgraded the lighting to two other unmarked police vehicles (Captain Herkner and Sergeant Madormo).

SUBTOTAL: \$13,100

The following is also included but the Crime Prevention (Fund 95) will directly fund these expenses:

- \$600.00 - Bicycle related expenses (front lighting for special details like Community Day and new nylon duty gear for the bicycle officers)
- \$1,500.00 - Crime prevention and child safety seat supplies.
- \$1,000.00 - Community Event Items (additional signs with inserts and other items needed for community events).

014100	3213 E1 FIREARMS	13,518.16	16,880.00	16,880.00	8,131.40	16,880.00	19,730.00	16.9%
	2021B FIREARMS							

(A) AMMUNITION

\$2,400.00 - Ammunition - Federal 147 gr 9mm caliber FMJ training (12 cases)

\$600.00 - Ammunition - Federal 147 gr 9mm caliber HST duty (2 cases)

\$2,400.00 - Ammunition - Federal 55 grain, .225 caliber FMJ training (16 cases)

\$500.00 - Ammunition - Federal 55 grain, .225 caliber BTHP duty (2 cases)

\$300.00 - Force on Force marking cartridges - 9mm (1 case)

\$350.00 - Force on Force marking cartridges - 5.56 (1 case)

\$300.00 - Force on Force marking cartridges - 9mm blank rounds (1 case)

(A) SUB-TOTAL AMMUNITION: \$6,850.00

(B) REPLACEMENT RIFLES (Due to the service life of the current rifles, we are planning to start to replace them. Our plan is to replace them over the next several years as opposed to purchasing twenty-five rifles during one budget year.

\$3,200.00 - Four (4) Sons of Liberty Gun Works AR15 (10.5" Barrel, MagPul BUS)

-\$1,200.00 - Old AR15 trade in value to Officer Store

\$900.00 - HoloSun or similar micro dual recital optic (sights) for the four (4) new AR15 rifles

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
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\$1,500.00 - GemTech or similar direct thread suppressors for the four (4) new AR15 rifles.

(B) SUB-TOTAL REPLACEMENT RIFLES: \$4,400.00

(C) MISCELLANEOUS FIREARMS RELATED EXPENSES

\$100.00 - 123A lithium batteries (patrol rifle and pistol lights)

\$400.00 - Glock pistol magazines

\$150.00 - Magpull AR15 magazines

\$450.00 - Weapon cleaning and maintenance Supplies

\$300.00 - Targets

(C) SUB-TOTAL MISCELLANEOUS FIREARMS RELATED EXPENSES: \$1,400.00

TOTAL FIREARMS RELATED (A), (B), & (C): \$12,650.00

LESS LETHAL

\$1,800.00 - Sixty (60) training and six (6) live cartridges per contract with Axon

\$650.00 - Nine (9) tactical style Taser batteries

\$350.00 - Four (4) extended Taser batteries (spare cartridge)

\$700.00 - Twenty-two (22) 5 round boxes- Def Tech 12 Ga LL rounds for mandatory recerts

\$80.00 - Six (6) cans of Defense Technology inert OC for training

\$300.00 - Training targets for 12 Ga and Taser recerts

\$2,500.00 - Two (2) Taser X26P units

\$700.00 - Extended Warranty for the two new Tasers

SUB-TOTAL LESS LETHAL: \$7,080.00

TOTAL FIREARMS & LESS LETHAL: \$19,730.00

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 5
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014100	3216	WC ERT	7,434.95	10,000.00	10,000.00	8,533.74	10,000.00	15,000.00	50.0%
	2021B								
		\$15,000.00 - Yearly West Chester Emergency Response Team fees and equipment (costs fluctuate every year; however, every year we budget a \$10,000.00 base). Increased the amount in anticipation on adding additional officers to the tactical and negotiator sides of the team. Also, planning to send Sergeant Madormo to the negotiator yearly training in Maryland based upon his new role with the team.							
014100	3231	GASOLINE	39,699.96	42,000.00	42,000.00	23,693.09	35,000.00	37,000.00	-11.9%
	2021B	Assume 23,000 gallons @ \$1.60/gallon. Township is exempt from State & Federal taxes.							
014100	3238	UNIFORMS	11,233.82	13,000.00	13,000.00	6,448.84	9,000.00	13,500.00	3.8%
	2021B:	\$13,500.00 - Uniform items (uniform allowance) for 27 officers (\$500.00 per officer). This is for purchasing replacement equipment, uniforms, etc. for officers.							
014100	3242	OTHER OPER	93.20	.00	.00	.00	.00	.00	.0%
		Moved to General Dept Supplies (3245) for consistency with other depts							
014100	3242	OS1 CI SUPPLIE	2,663.15	3,300.00	3,300.00	1,368.96	3,300.00	3,500.00	6.1%
	2021B	\$800.00 - Annual 3Si tracker fee (this is a GPS tracker. It is currently used in the speed sign; however, it is also used to track items pursuant to a criminal investigation such as stolen property during a decoy sting). \$300.00 - NIK drug identification kits \$850.00 - Towing related to seizing vehicles and investigations. \$250.00 - Evidence tape (must be purchased in batches of 9) \$1,000.00 - Evidence collection supplies \$250.00 - Investigative (confidential informant) funds \$50.00 - Cannon wireless printer ink							
	TOTAL:	\$3,500.00							
014100	3245	GEN SUPPLY	29,174.90	34,000.00	34,000.00	23,796.09	25,000.00	25,000.00	-26.5%
	2021B	\$2,500 - First-aid, CPR, AED, and medical cabinets supply \$675 - Intoxilyzer 9000 (DUI breath testing machine) warranty \$400 - Intoxilyzer 9000 supplies (certified premix solution, mouth pieces, etc) \$350 - Portable Breath Testing (PBT) supplies \$700 - Police trading cards (transfers from Fund 95) \$10,000 - Constable prisoner transport (use approved constables to transport prisoners to keep the patrol officers on the street; increased from \$6K to \$10K)							

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 6
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
	in 2020 bc increased use)							
	\$150 - Prisoner food (feed prisoners as required when they are temporarily housed at the police department due to an arrest)							
	\$1,850 - LEADS Online access (detectives)							
	\$3,000 - CLEAN access with the Real Time Arrest & Incarceration feature (detectives and sergeants)							
	\$1,200 - Window tinting for the unmarked police sedans							
	\$700 - Hearing Conservation & Blood Lead Testing for all firearms instructors and ERT members (5) - recommended by DVIT during the risk assessment							
	\$1,500 - "Frisking" gloves for all officers - recommended by DVIT during the risk assessment							
	\$2,000 - Miscellaneous cleaning supplies and equipment related to COVID-19 (gloves, sanitizer, masks, etc.)							
014100	3314 SOLICITORS Township Solicitor and Labor Counsel	110,071.49	75,000.00	75,000.00	35,883.50	40,000.00	40,000.00	-46.7%
014100	3340 COMMUNICAT	814.23	800.00	800.00	861.41	900.00	900.00	12.5%
014100	2021B \$100 Advertising, \$800 Postage; 3351 PROPERTY	28,212.00	31,100.00	31,100.00	28,652.15	28,652.15	31,100.00	.0%
014100	2021B Includes allocated cost of Property, Auto, & Inland Marine 3352 LIABILITY	48,834.00	55,700.00	55,700.00	40,802.58	40,803.00	38,800.00	-30.3%
014100	2021B - 5% decrease in premium for general liability 3361 UTILITIES	11,425.53	12,500.00	12,500.00	11,279.63	12,400.00	12,500.00	.0%
014100	Telephone 3374 EQ REPAIR	9,016.48	7,000.00	7,000.00	5,209.46	7,000.00	7,000.00	.0%
	2021B Repair of miscellaneous police equipment (i.e. ENRADD, sign board repairs, lighting and police equipment in vehicles, portable and mobile radios).							
014100	3420 DUES Periodicals, professional organization dues, MACGLOGLEN membership, etc.	1,550.00	3,000.00	3,000.00	1,460.00	2,000.00	2,000.00	-33.3%
014100	3422 TR/SEM/SCH 2021B - Includes 2020 training that was cancelled due to COVID-19 restrictions (A) INSTRUCTOR RECERTIFICATION TRAINING \$450 - OC and Specialty Impact Munitions (SIMS) for one officer. 2-day course and the officer expires in 2020.	11,861.65	20,000.00	20,000.00	9,349.24	10,000.00	26,000.00	30.0%
	\$160 - Meal reimbursement for officer attending the OC and Specialty Impact Munitions (SIMS) course (2 days)							
	\$350 - Possible hotel stay for the OC and Specialty Impact Munitions (SIMS) course (2 days)							
	\$1,000 - Expandable baton training for three officers. 2-day course and the							

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 7
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
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officers expire in 2020.

\$360 - Meal reimbursement for officers attending the expandable baton training (2 days)

\$650 - Possible hotel stay for the expandable baton training (2 days)

\$200 - Defense Technology Use of Force Instructor training for Sergeant Evans

\$60 - Meal reimbursement for the Defense Technology Use of Force Instructor training

\$150 - Possible hotel stay for the Defense Technology Use of Force Instructor training (1 day)

\$300 - Glock Armorers course for Sergeant Madormo. Certification needs to be renewed

SUBTOTAL (A) INSTRUCTOR RECERTIFICATION TRAINING: \$3,680

(B) SYSTEM ADMINISTRATION TRAINING

\$300 - CODY Connect 2021 for the three CODY administrators

\$1,575 - CODY Connect 2021 hotel rooms (three for three nights at \$175 per night)

\$540 - Meal reimbursement for CODY Connect 2021

\$1,000 - Lodging for the mandatory spring and winter JNET & CLEAN training for the two JNET & CLEAN TAC officers

\$240 - Meal reimbursement for mandatory spring and winter JNET training

\$1,000 - Yearly PA Chiefs of Police Accreditation conference and training for two (2) officers

SUBTOTAL (B) SYSTEM ADMINISTRATION TRAINING: \$4,655

(C) SUPERVISORY TRAINING

\$1,500 - Penn State Police Supervisory In-Service Training (POSIT) for two officers

\$685 - Lodging and meal reimbursement for POSIT course

\$1,200 - Yearly FBI National Academy Eastern PA training for two (2) officers

SUBTOTAL SUPERVISORY TRAINING: \$3,385

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 8
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
	(D) ADDITIONAL TRAINING							
	\$1,500 - Chester County Public Safety Campus Fees							
	\$1,600 - Tactical Patrol & Warrant training for six (6) officers. This replaces the Street Survival training							
	\$3,000 - Motor Carrier Safety Assistant Program (MCSAP) training for one (1) officer							
	\$2,200 - Yearly PA DUI Association conference and training for two officers							
	\$1,500 - Assorted refresher and remedial training as needed							
	\$1,400 - Police Bicyclist certification course for four (4) officers							
	\$1,000 - Forensic video training							
	SUBTOTAL ADDITIONAL TRAINING: \$12,200							
	Other: College reimbursement per CBA, misc. training							
014100	3450 CONTRACTED	14,151.47	18,300.00	18,300.00	17,999.91	18,300.00	19,600.00	7.1%
	2021B							
	\$1,000 - Yearly accreditation fee							
	\$1,500 - Addition funds to unexpected expenses related to PLEAC accreditation needs.							
	\$11,000 - SPCA (Includes contract and services for recovered animals)							
	\$1,500 - All Traffic Solutions equipment Management contract (Dept's. large traffic sign board. Allow mobile access and tracking of device from station)							
	\$4,600 - 2021 speed timing device calibrations (includes \$150.00 on-site fee per calibration)							
014100	3453 EQUIP MAIN	1,104.00	2,500.00	2,500.00	755.00	1,000.00	2,500.00	.0%
	2020P - Trending lower due to COVID-19.							
	2021B - Covers the car wash and includes \$950.00 to detail 18 police vehicles once a year.							
014100	3490 FLT ALLOC	46,000.00	49,000.00	49,000.00	42,228.60	42,228.00	46,107.00	-5.9%
	2020P & 2021B: ALLOCATION of Fleet expenses to each Department. No direct expenses booked in this line item. See Fleet and Tech Expenses spreadsheet for calculations.							
	Allocation % is based on insured vehicle value. Police = 30%							
014100	3531 T TF	145,000.00	135,400.00	135,400.00	135,400.00	135,400.00	104,430.00	-22.9%
	2021B transfer for shared costs of Township wide technology expenses.							
	See Technology Plan for details							

11/05/2020 14:43
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 9
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE	
014100	3532	OPEB CONTR	276,913.00	245,000.00	245,000.00	.00	.00	.00	-100.0%	
014100	3552	TRNS EQUIP	131,300.00	131,300.00	131,300.00	131,300.00	131,300.00	124,494.00	-5.2%	
		62% of of the cost of Fund 50 purchases of 2021-2030. 2021B: \$200K transferred from General Fund.								
014100	3708	TECHNOLOGY	.00	.00	.00	.00	.00	60,850.00	.0%	
		BBeginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.								
		See Technology Plan for details								
TOTAL GENERAL FUND			6,002,162.97	6,313,065.00	6,313,065.00	5,224,516.70	5,772,910.83	6,249,617.00	-1.0%	
	TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%	
	TOTAL EXPENSE		6,002,162.97	6,313,065.00	6,313,065.00	5,224,516.70	5,772,910.83	6,249,617.00	-1.0%	
	GRAND TOTAL		6,002,162.97	6,313,065.00	6,313,065.00	5,224,516.70	5,772,910.83	6,249,617.00	-1.0%	

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FIRE AND EMS

The Township is responsible for ensuring that fire and emergency medical services are provided in West Whiteland. The West Whiteland Fire Company provides fire protection. Uwchlan Ambulance Corps provides EMS services in the northern 2/3 of the township, where approximately 80% of ambulance calls originate; Good Fellowship Ambulance Club provides EMS services in the southern 1/3 and responds to approximately 20% of WWT ambulance calls. EMS services consists of both Basic Life Support (EMTs) and Advance Life Support (paramedics).

2021 Highlights

- The Township worked with Uwchlan Ambulance to explore including space in the new Public Works Facility for a satellite location for ambulance bays. UAC concluded the option was too expensive and is working with West Whiteland Fire Company on finding space for an additional ambulance.
- After reviewing the West Whiteland Fire Company's latest equipment replacement plan, Township staff determined that the annual contribution from the township can be reduced by \$10,000 in 2021 and beyond. With this annual contribution, the Township will be able to make its commitments to the fire company for vehicles and equipment for the next decade.

2020 Accomplishments

- The report commissioned by the Chester County Department of Emergency Services, Chester County Fire Chiefs Association, Chester County Emergency Medical Services Council, Inc. and the Chester County Fire Police Association addressing future countywide fire protection and Emergency Medical Services (EMS) concerns was completed. A steering committee of countywide agencies, including CCATO and the Chester County Consortium of Managers, along with reps from the organizations that commissioned the report, is forming to work on implementation of the recommendations.
- Contributions to the two ambulance companies were accounted for in a separate "department" for community contributions. In the 2020 budget, they were moved to the Fire (and now EMS) budget.
- The Fire Company acquired a brush truck.

11/05/2020 13:40
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014110	3003 WC	47,823.76	48,000.00	48,000.00	24,175.00	24,175.00	24,200.00	-49.6%
	2020P Change in insurance carrier for the Fire Company reduced premium.							
	2021B Assume no rate increase for Fire Company premium.							
014110	3149 VOL FIRE	4,730.04	5,200.00	5,200.00	2,473.36	3,000.00	3,500.00	-32.7%
	Stipends to WWT employees who volunteer for WWFC and respond to calls during the day. Includes FICA.							
014110	3351 PROPERTY	11,266.00	8,000.00	8,000.00	9,902.79	9,902.79	9,900.00	23.8%
	2020P & 2021B - Increase due to additional insurance coverage on WWFC vehicles							
014110	3352 LIABILITY	20,945.00	11,800.00	11,800.00	8,643.99	8,643.99	8,211.00	-30.4%
	2020P - Lower than budget due to allocation							
	2021B - 5% decrease in premium for general liability							
014110	3361 UTILITIES	421.81	400.00	400.00	233.98	310.00	400.00	.0%
	Telephone							
014110	3501 CONTRIB	118,000.00	122,000.00	122,000.00	122,000.00	122,000.00	122,000.00	.0%
	Twp contribution for West Whiteland Fire Company (WWFC) operations.							
014110	3541 UWCH AMBUL	.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	.0%
	2021B Contribution to Uwchlan Ambulance (~80% of WWT ambulance calls)							
014110	3543 GD FELLOW	.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	.0%
	2021B Contribution to Good Fellowship Ambulance (~20% of WWT ambulance calls)							
014110	3550 T WWFCEQU	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	160,000.00	-5.9%
	Annual Twp funding for WWFC vehicles (See Fund 55).							
014110	3905 FC RELIEF	166,474.94	166,500.00	166,500.00	167,108.01	167,108.01	167,108.00	.4%
	2021B: Pased on 2020 actual.							
	State pass-through funding to fire company relief fund - sourced from the 2% Foreign Fire Tax (2% of fire insurance premiums sold in PA by insurers outside of PA). 100% offset by revenue.							
	TOTAL GENERAL FUND	539,661.55	559,900.00	559,900.00	532,537.13	533,139.79	523,319.00	-6.5%
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE	539,661.55	559,900.00	559,900.00	532,537.13	533,139.79	523,319.00	-6.5%
	GRAND TOTAL	539,661.55	559,900.00	559,900.00	532,537.13	533,139.79	523,319.00	-6.5%

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CODES / PERMITS

The Codes Administration Department is responsible for the administration of the Township's building construction regulations, including zoning reviews, and use and occupancy permits; fire prevention inspections of commercial and residential rental properties; emergency management coordination; and enforcement of other non-police codes.

Staffing: 4 FT

Boards: WCACOG Joint Building Code Appeals Board (5 members, 1 alternate – 1 rep from WWT)

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

Maintaining public safety

- *Professionally enforced codes to ensure safe buildings and attractive neighborhoods*

Continue use of third-party building inspectors and code enforcement (Barry Isett & Associates) due to the large volume of construction and staff vacancies. (\$20,000 in 01-4130-3450 – Contracted Services)

As needed, use the Township Engineer (SSM) more for site inspections currently performed by staff. (Reimbursable cost by applicants, no costs in the budget.)

Revise the Township Rental Property Ordinance to more efficiently and effectively ensure the safety of non-owner-occupied dwellings. (Administrative costs for all ordinance amendments (except zoning) included in the Admin Department's contracted services.)

- *Coordinated emergency planning and training*

Update the Township's Emergency Operations Plan and organize training. (Staff time from multiple departments, with Codes staff coordinating the effort; no direct costs in the budget.)

Delivering reliable administrative services

- *Professional systems to stay on top of requirements and best practices*

Consider Insurance Services Office (ISO) recommendations that could improve the Township's current Building Code Effectiveness Grading Schedule (BCEGS) rating; a lower (and therefore better) rating for the Township can lead to lower insurance premiums for property owners. (Staff time, no direct costs in the budget.)

- *Skilled staff, with resources, training and encouragement to meet high standards*

Train administrative staff to conduct zoning reviews and, inspections to improve efficiency. (Staff time, no direct costs in the budget.)

Plan for and complete training for required continued education units to maintain PA Dept of Labor and Industry certifications for building inspectors and obtain additional L&I certifications for inspectors to enhance department capacities. (\$2,000 included in the department's training budget – 01-4130-3422.)

CODES / PERMITS

Cross-train inspectors to ensure consistency in enforcement and standards. (Staff time, no direct costs in the budget.)

- *Streamlined processes to meet the needs of constituents and co-workers*

Continue to refine the permitting GIS and database to increase efficiency; provide further service features to allow for additional electronic permit submissions, online payments, improved reporting and electronic document storage. (Part of the \$20,000 in the Technology Fund 70 for consulting for software improvements.)

Support the permit software improvements by adding fillable forms and clearer guidance on the Codes Page on the Township website. (Staff time, no direct costs in the budget.)

2020 CODES ACCOMPLISHMENTS

1. The Codes Administration Department worked hard to fulfill all public requests for service during the COVID-19 crisis, maintaining regular communication and adjusting processes as conditions changed. Throughout the spring lockdown when the Township Building was closed and staff was working remotely, a system was developed to receive and review building permit applications so that contractors would be ready to work and property owners' projects could proceed as soon as construction was allowed to resume. Since then, staff has managed permit review and inspections as requested while minimally staffed.
2. Barry Isett & Associates continued to supplement staff for permit reviews and inspections due to the large volume of construction and staff vacancies that were not filled due to the uncertainty created by COVID-19.
3. The Code Administration Department achieved an ISO rating of 4 for residential permitting and inspections and 3 for commercial permitting and inspections, which is a high rating and results in lower insurance premiums for property owners.
4. Minor enhancements were made to the Traisr permitting software to improve permit issuance and reporting.
5. The Residential Building Code was revised to allow for residents to deactivate fire sprinkler systems meeting a criteria that could potentially lead to catastrophic failure if otherwise left in service, thereby minimizing unnecessary property loss.
6. Codes staff conducted inspections of businesses and residential rental properties as requested.

11/05/2020 13:44
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014130	3002	PENSION	16,924.00	24,913.00	24,913.00	24,913.00	24,913.00	23,752.00	-4.7%
014130	3003	WC	8,975.99	8,900.00	8,900.00	8,676.45	8,676.45	8,900.00	.0%
		Worker's Compensation Insurance, including for Fire Marshal.							
014130	3110	SALARIES	251,659.69	279,500.00	279,500.00	180,124.89	214,000.00	304,500.00	8.9%
		2021 Budget: 4 full-time employees which includes replacement for vacant Code Inspector.							
		FICA is included.							
014130	3153	LT DISABIL	1,123.86	1,250.00	1,250.00	834.55	1,068.00	1,100.00	-12.0%
014130	3156	HEALTH INS	70,635.84	76,700.00	76,700.00	56,398.63	76,500.00	74,000.00	-3.5%
		Includes Medical/Dental/Rx.							
014130	3158	LIFE	991.83	1,600.00	1,600.00	1,182.07	1,400.00	1,905.00	19.1%
		2021B Term Life Insurance for 4 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.							
014130	3183	OVERTIME	692.11	1,000.00	1,000.00	445.05	500.00	1,000.00	.0%
014130	3201	INSP3RDPAR	315,190.76	150,000.00	150,000.00	57,406.20	100,000.00	75,000.00	-50.0%
		Pass through to 3rd party inspector for electrical inspection and plan review, offset by permit fee revenue.							
014130	3210	OFFICE SUP	1,423.15	2,100.00	2,100.00	706.63	1,000.00	1,400.00	-33.3%
		Includes office supplies, envelopes, copy paper, postage machine supplies, business cards, safety kits							
014130	3231	GASOLINE	1,885.94	2,000.00	2,000.00	462.02	700.00	1,300.00	-35.0%
		2020P Gasoline use running low							
		2021B More closely related to 2019 levels of gasoline use and cost per gallon continues to be lower.							
		Assume 800 gallons @ \$1.60/gallon. Township is exempt from State & Federal taxes.							
014130	3245	GEN SUPPLY	2,963.98	3,500.00	3,500.00	44.85	2,000.00	3,500.00	.0%
		General Supplies							
		Reference and code books (\$700) and NFPA standards subscription renewal (\$1575)							
		Equipment and apparel for inspectors such as boots, Township shirts, hand tools, etc. (\$500)							
		Court costs, filing fees, printing forms (\$500)							
014130	3314	SOLICITORS	10,098.37	5,000.00	5,000.00	4,089.65	5,000.00	5,000.00	.0%
		Township Solicitor for ordinance updates and civil complaints/enforcement.							
014130	3340	COMMUNICAT	472.96	500.00	500.00	510.71	520.00	520.00	4.0%
		Incorporates postage (3325), printing (3342), and advertising (3341)							
014130	3351	PROPERTY	3,210.00	3,400.00	3,400.00	3,213.57	3,213.57	3,400.00	.0%
		Includes allocated cost of Property, Auto, & Inland Marine							

11/05/2020 13:44
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014130	3352 LIABILITY	4,402.40	4,700.00	4,700.00	3,442.96	3,490.00	3,350.00	-28.7%
	2021B - 5% decrease in premium for general liability							
014130	3361 UTILITIES	2,620.14	2,300.00	2,300.00	1,043.11	1,300.00	1,350.00	-41.3%
014130	3366 HYDRANT EX	119,312.09	130,000.00	130,000.00	84,658.40	128,000.00	130,000.00	.0%
014130	3385 EDUC-TRAIN	3,415.50	2,500.00	2,500.00	1,066.50	2,500.00	2,500.00	.0%
	Pass through fee paid to Dept of Labor & Industrial (\$4.50 per construction permit issued).							
014130	3420 DUES	220.00	250.00	250.00	85.00	250.00	250.00	.0%
	ICC & PENNBOC, other professional organization							
014130	3422 TR/SEM/SCH	3,203.57	2,500.00	2,500.00	470.00	1,000.00	3,500.00	40.0%
	Certification renewal and exams, continuing education classes, training for new staff.							
014130	3450 CONTRACTED	21,870.00	20,000.00	20,000.00	28,524.25	50,000.00	30,000.00	50.0%
	3d party inspectors for building permits to supplement staff due to turnover and large volume of development.							
014130	3490 FLT ALLOC	1,100.00	2,000.00	2,000.00	2,815.24	2,815.00	3,074.00	53.7%
	2020P & 2021B: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal the budgeted amount exactly. See Fleet and Tech Expenses spreadsheet for calculations. Allocation % is based on insured vehicle value. Codes = 2%.							
014130	3531 T TF	19,000.00	17,000.00	17,000.00	17,000.00	17,000.00	14,404.00	-15.3%
	2021B transfer for shared costs of Township wide technology expenses.							
	See Technology Plan for details							
014130	3552 TRNS EQUIP	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	8,133.00	13.0%
	4% of of the cost of Fund 50 purchases of 2021-2030.							
	2021B: \$200K transferred from General Fund.							
014130	3708 TECHNOLOGY	.00	.00	.00	.00	.00	14,000.00	.0%
	Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.							
	See Technology Plan for details							
TOTAL GENERAL FUND		868,592.18	748,813.00	748,813.00	485,313.73	653,046.02	715,838.00	-4.4%
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE		868,592.18	748,813.00	748,813.00	485,313.73	653,046.02	715,838.00	-4.4%
GRAND TOTAL		868,592.18	748,813.00	748,813.00	485,313.73	653,046.02	715,838.00	-4.4%

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PLANNING AND ZONING

The Planning & Zoning Department is responsible for the administration of development regulations including supervision of the land development review and approval process; interpretation of the Zoning Ordinance; and support for the Historical Commission, Planning Commission, and Zoning Hearing Board.

Staffing: 2 FT, 1 PT

Boards and Commissions: Historical Commission (7 volunteers)
 Planning Commission (7 volunteers)
 Zoning Hearing Board (3 volunteers)

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

Strengthening community resilience and connections

- *Zoning to support family-friendly neighborhoods.*

Continue to revise the Township Zoning Ordinance and Map to enable appropriate residential options and related road improvements throughout the Township.

Look for ways to support households where work-from-home and/or school-from-home may become the new normal.

- *Planning and projects for multi-modal transportation connections*

Continue to implement the Bicycle & Pedestrian Plan through co-operative efforts with developers and other agencies, particularly in regard to the Chester Valley Trail Extension (in concert with the development at Lincoln Hwy. and Ship Rd.) and connections within the Town Center area.

Continue working with SEPTA, PennDOT, the Chester County Planning Commission, and other officials to improve mass transit, particularly related to access, service, and facilities at the train stations and coordination of train and bus schedules; continue to advocate for expanded train service.

Convene and meet regularly with a focus group of stakeholders to promote implementation of the recommendations of the Pottstown Pike Congestion Mitigation Feasibility Study.

- *Historic preservation to deepen community identity.*

Complete a comprehensive update to “History of West Whiteland” using grant funding, donations to the Historical Commission, and an allocation from the Township general fund.

Recognize individuals and agencies who are preserving, maintaining, and adaptively re-using historic structures.

Promote adaptive re-use of historic structures through development regulations.

Fostering a sense of place around Exton Crossroads

- *Using “Development by Design” to build a vision for Exton Crossroads’ evolving look and feel.*

Use the report from the Urban Land Institute Technical Assistance Panel to start public dialogue about the future of Exton Crossroads and develop an implementation strategy.

Promote the “Development by Design” brand as a means of keeping residents and businesses informed about development under construction, development projects under review, land use policies, and planning initiatives.

PLANNING AND ZONING

- *Zoning to encourage vibrant mixed-use redevelopment around the Exton Crossroads.*

Foster working relationships with the principal land owners and stakeholders in the Crossroads area to facilitate the creation of regulations that promote our vision while remaining supportive of the stakeholders' interests.

Work with Planning Commission on review of parking standards, with goal of amending the off-street parking requirements in the Zoning Ordinance.

Delivering reliable administrative services

- *Proactive community engagement and public outreach.*

When conditions allow, resume hosting of open houses at the Township Building and development of a planning and development "road show" for Staff to present to neighborhood organizations, homeowners' associations, business groups, and other interested parties willing to host us; consider virtual meetings in the interim.

- *Streamlined processes to meet the needs of constituents and co-workers*

Continue work started in 2020 to amend plan submission requirements, review processes, and design standards in the Zoning Ordinance and Subdivision and Land Development Ordinance for consistency, simplicity, and usefulness.

2020 ACCOMPLISHMENTS

1. Amendments to Article IV of the Township Subdivision and Land Development Ordinance to update and clarify the open space requirements for new developments; amendment adopted by the Board on January 22, 2020.
2. Amendments to Articles II and IV of the Township Zoning Ordinance to update the regulations of the Town Center Zoning District, including adding a requirement for a Master Plan for the development of tracts of ten or more acres. Amendment adopted by the Board on April 22, 2020.
3. Amendments to Articles V and X of the Township Zoning Ordinance to allow the provisions of the IN Institutional overlay district to be applied to the NC Neighborhood Commercial zoning district; amendment adopted by the Board on October 14, 2020.
4. Administered and directed the process of comprehensively updating the "History of West Whiteland" by Commonwealth Heritage Group, an effort funded in part by a \$27,500 grant from the Vision Partnership Program of the Chester County Planning Commission. This project will be completed during 2021.
5. Participated in the process to update the Township website. The Department intends to provide visitors to the website with simple, intuitive access to development projects under review and under construction in the Township and to promote understanding of the planning process and the "Development by Design" Vision Partnership Program of the Chester County Planning Commission for principal funding.
6. Contracted with the Philadelphia Chapter of the Urban Land Institute to convene a Technical Assistance Panel (TAP) on the topic of planning for the future of the Exton Crossroads area. The TAP is an intense three-day workshop by a select group of the ULI membership to gather information, interview community stakeholders, and produce specific recommendations for the community. The TAP met (both virtually and in-person) on October 21-23, 2020.

PLANNING AND ZONING

7. Met with various developers and property owners to discuss possible new projects. The most significant of these included the Exton Square Mall site, the undeveloped portion of the Valley Creek Corporate Center, and the former Weston Solutions campus on King Rd.
8. Co-ordinated with the Census Bureau and Chester County to facilitate the enumeration process in the Township for the decennial U.S. census.
9. Maintained planning skills and professional certification (AICP) by virtually attending the annual conference of the Pennsylvania chapter of the American Planning Association in October.
10. Provided administrative support to the Historical Commission, Planning Commission, and Zoning Hearing Board.
11. Administered the review and approval process for numerous subdivision, land development, and conditional use applications. Final plan approval was granted for projects representing over 320 dwelling units and a 113,000 sq.ft. expansion to a light industrial building in the Oaklands Corporate Center.

11/05/2020 13:47
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014140	3002	PENSION	10,121.00	17,178.00	17,178.00	17,178.00	17,178.00	18,817.00	9.5%
014140	3003	WC Worker's Compensation Insurance.	196.99	200.00	200.00	194.98	194.98	200.00	.0%
014140	3110	SALARIES	182,983.16	188,600.00	188,600.00	167,447.21	188,000.00	194,500.00	3.1%
		2021 Budget: 2 full-time employees 1 part-time employee (50% and the remaining 50% to fund 12)							
014140	3125	FICA is included. Z SALARY	120.00	300.00	300.00	.00	240.00	300.00	.0%
		Each of the 3 members of the Zoning Hearing Board receives \$10 per hearing, paid as a lump sum at the end of the year. Hearings are generally scheduled for the last Thursday of every month; four hearings scheduled for 2020 were not held since there were no applications.							
014140	3153	LT DISABIL	582.44	650.00	650.00	494.04	580.00	580.00	-10.8%
014140	3156	HEALTH INS Includes Medical/Dental/Rx.	39,534.46	38,500.00	38,500.00	28,195.43	38,400.00	36,000.00	-6.5%
014140	3158	LIFE 2021B Term Life Insurance for 2 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.	657.28	950.00	950.00	800.01	900.00	1,115.00	17.4%
014140	3183	OVERTIME	2,407.48	3,000.00	3,000.00	69.53	3,000.00	3,000.00	.0%
014140	3210	OFFICE SUP Includes items such as Tyvek envelopes for mailing plans, standard business envelopes, copy paper, postage machine supplies, and business cards.	431.28	825.00	825.00	395.83	500.00	750.00	-9.1%
014140	3245	GEN SUPPLY Category created in 2020 as combination of three previous categories: Artifact Preservation (\$1,500), Meeting Expenses (\$500), and Plaques & Awards (\$1,000).	.00	3,000.00	3,000.00	44.85	1,200.00	3,000.00	.0%
014140	3313	ENGINEERIN Contingency and special projects not anticipated at this time. Most engineering invoices are passed onto another party pursuant to a reimbursement agreement; expenditures for anticipated special projects are included in line item 3450, Contracted Services.	211.50	.00	.00	.00	.00	.00	.0%
014140	3314	SOLICITORS Zoning Hearing Board solicitor Township Solicitor for ordinance amendments and development issues. 2020-21: Includes special counsel for the Planning Commission	43,149.39	37,000.00	37,000.00	31,125.59	40,000.00	40,000.00	8.1%
014140	3316	CRT REPORT 2020 expenses higher than anticipated due to a couple extensive ZHB hearings. Fee for court reporter required for formal hearings of the Zoning Hearing Board and for hearings related to conditional use applications and ordinance amendments before the Board of Supervisors.	5,168.50	9,000.00	9,000.00	3,916.00	4,000.00	7,500.00	-16.7%

11/05/2020 13:47
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014140	3340 COMMUNICAT	12,761.60	12,000.00	12,000.00	6,034.48	10,000.00	10,000.00	-16.7%
	2020 budget anticipated \$10,000 for advertising and \$2,000 for printing and postage; category also includes costs associated with the Planning & Zoning portion of the Township website. Expect costs to be lower than projected due principally to lower than anticipated advertising costs. Similar expenditures anticipated for 2021.							
014140	3351 PROPERTY I	1,461.00	1,500.00	1,500.00	1,381.93	1,381.93	1,500.00	.0%
	Includes allocated cost of Property, Auto, & Inland Marine							
014140	3352 LIABILITY	5,611.80	5,700.00	5,700.00	4,175.49	4,175.49	4,070.00	-28.6%
	2021B - 5% decrease in premium for general liability							
014140	3361 UTILITIES	349.57	400.00	400.00	286.84	350.00	400.00	.0%
	Telephone							
014140	3420 DUES	2,638.00	3,000.00	3,000.00	2,525.30	3,000.00	3,000.00	.0%
	Dues for Director and Township Planner for membership in the American Planning Ass'n (APA) and the American Institute of Certified Planners (AICP); also APA dues for the Planning Commission members. Includes Township membership in the Transportation Management Ass'n of Chester County (TMACC), and memberships for the Township Historical Commission in the Chester County Historical Society and Chester County Historic Preservation Network.							
014140	3422 TR/SEM/SCH	6,301.87	3,500.00	3,500.00	497.00	1,200.00	3,000.00	-14.3%
	The Director and the Township Planner attend the annual conference of the APA's Pennsylvania chapter every year. 2020 expenses will be lower than budgeted since most conferences this year were either cancelled or held online. 2021 request assumes that in-person conferences will resume and includes state chapter conference for 2 (\$2,000, location TBD), and \$1,000 allowance to attend smaller local workshops and training opportunities, as well as for books, journals, and pertinent reference materials.							
	The Director typically attends the national conference of the American Planning Association in odd-numbered years, but will not in 2021. (\$3K cost not budgeted in 2020 or requested in 2021.) Conference expense will be considered in 2022, depending on the economy.							
014140	3424 MEETINGS	289.95	.00	.00	.00	.00	.00	.0%
	2020+ Moved Plaques & Awards (3470 \$1200), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments.							
	2019 - Cultural & Historical (014510) merged with Planning (014140).							
	Cost of hosting reception for Historic Preservation Awards recipients and other expenses associated with meetings							
014140	3450 CONTRACTED	24,532.77	70,000.00	70,000.00	36,349.37	37,500.00	35,000.00	-50.0%
	\$52,000 for update to "History of West Whiteland"							
	- \$27,500 to be reimbursed by grant from the County's Vision Partnership Program							
	- \$8,000 from the General Fund							
	- \$19,000 from the historical bequest fund							
	2020P: \$20K; 2021B: \$32K							
	2020P: \$17,500 for the ULI Technical Assistance Panel project							
	2019 - Cultural & Historical (014510) merged with Planning (014140).							

11/05/2020 13:47
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014140	3470 PLAQUES 2020+ Moved Plaques & Awards (3470 \$1200), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments. 2019 - Cultural & Historical (014150) merged with Planning (014140).	886.18	.00	.00	.00	.00	.00	.0%
014140	3531 T TF 2021B transfer for shared costs of Township wide technology expenses. See Technology Plan for details	7,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,049.00	.5%
014140	3708 TECHNOLOGY Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above. See Technology Plan for details	.00	.00	.00	.00	.00	2,000.00	.0%
TOTAL GENERAL FUND		347,396.22	404,303.00	404,303.00	310,111.88	360,800.40	373,781.00	-7.5%
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE		347,396.22	404,303.00	404,303.00	310,111.88	360,800.40	373,781.00	-7.5%
GRAND TOTAL		347,396.22	404,303.00	404,303.00	310,111.88	360,800.40	373,781.00	-7.5%

** END OF REPORT - Generated by Kimerbly Pelcin **

Public Works - Roads

PUBLIC WORKS DEPARTMENT – ROADWAYS & STORMWATER (Roads & Fleet / Liquid Fuels Fund Budgets)

The Public Works Department maintains 67 miles of Township roads and related infrastructure, which includes cleaning storm sewers, sealing and paving streets, removing fallen trees from roads, clearing rights-of-way, repairing potholes and curbs, clearing snow and ice, traffic signal maintenance, sign maintenance/replacement, and maintaining Township vehicles and equipment.

Public Works Staffing: 16 FT (3 FT Administration, 12 FT Operators, 1 Mechanic), 1 PT Permanent, 1 PT Seasonal for repair and maintenance of parks, roads, sewer and buildings.

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Well-maintained local roads, sewer system and stormwater management infrastructure*

Rehabilitate and pave six roads and perform maintenance repairs throughout the Township to prevent potholes and maintain roads. (\$350,000, Liquid Fuels Fund 35)

Construct drainage improvements along Quail Run Road to capture excessive stormwater runoff, improve roadside safety and minimize impacts to downstream landowners. (\$5,000, Liquid Fuels Fund 35)

Complete the rehabilitation of the second crosswalk on Sunrise Boulevard to improve pedestrian and roadside safety. (Staff time, existing supplies)

Purchase replacement dump truck. (\$170,000 in Liquid Fuels Fund 35)

Purchase 2 replacement trailers (\$49,000 in Equipment Replacement Fund 50)

- *Professional systems ensuring compliance with laws, regulations and grant requirements*

Respond to comments from DEP to complete the permit renewal process and obtain NPDES stormwater discharge permit for West Whiteland's Municipal Separate Storm Sewer System (MS4), followed by implementation of the accompanying Pollutant Reduction Plan. (\$30,000 for engineering services in 01 4300 3306)

Design and construct a stormwater basin retrofit funded entirely by the DEP Watershed Restoration and Stormwater Management grant. The stormwater basin retrofit is an element of the Township's MS4 Pollutant Reduction Plan. (\$223,00, Public Service Fund 65)

Comply with the five-year NPDES permit through supplementary mapping of stormwater features in the Township, development and implementation of stormwater management plans for Township facilities and enhanced public outreach of stormwater best practices to help provide clean water and improved natural resources.

- *Skilled staff, with appropriate resources, training and encouragement to meet high standards*

Promote and support staff training and coordination to provide for a higher level of maintenance of Township roadways and infrastructure, eventually evaluating whether service improvements and cost savings would be achieved by doing more work in-house.

PUBLIC WORKS DEPARTMENT – ROADWAYS & STORMWATER (Roads & Fleet / Liquid Fuels Fund Budgets)

- *Simple and effective administrative, operating and financial processes*

Develop a cost-effective plan for a new Public Works facility, which will accommodate vehicle and equipment storage, as well as provide maintenance and repair areas. The new facility would consolidate three work/storage locations into one comprehensive location, allowing for more effective sharing of resources and equipment. (Total est. cost: \$9M; \$5,500,000, Public Services Fund 65 in 2021)

Continue to implement the new GIS platform (Traisor) to organize and quickly access infrastructure data, create work orders, and generate permits.

2020 ROADWAYS & STORMWATER ACCOMPLISHMENTS

Roadways

1. Completed rehabilitation of the main crosswalk on Sunrise Boulevard to improve pedestrian and roadside safety, as well as enhance neighborhood aesthetics. (Staff time, existing supplies)
2. Purchased a new skid steer loader and trailers to replace aging equipment. (\$72,600 in Equipment Replacement Fund 50)
3. Updated the five-year road maintenance plan to identify roads in need of repair and strategically schedule paving to maximize pavement life, coordinate with underground utility owners for repairs prior to road paving and allow staff to perform the necessary prep work a year in advance.
4. Through coordination with Aqua, Gary Terrace and Hunter Lane were repaved at a reduced cost to Township taxpayers.
5. Attended public meetings, field reviews and training sessions to advocate for solutions to resident concerns resulting from Sunoco pipeline construction.
6. Continued coordination with PennDOT for the implementation of two Green Light Go grants funding upgrades to the traffic signal at Ship & Swedesford Roads and adding backup connections to signals for use during power outages.
7. Worked with the traffic engineer (Traffic Planning and Design), signal maintenance contractor (Signal Service) and PennDOT representatives to implement traffic signal modifications and adjustments to improve traffic flow and pedestrian accommodations.

Stormwater

1. Purchased a new mini excavator to address stormwater related improvements and repairs, and complete more diverse in-house projects in a more cost effective and efficient manner. (\$64,700 in Equipment Replacement Fund 50)
2. Addressed first round of comments and submitted updated mapping in the ongoing effort to renew the Township's MS4 NPDES permit from DEP.
3. Constructed drainage improvements along Oriole Drive to reduce roadside erosion, improve roadside safety and minimize sedimentation in stormwater.

Staff/Administration

1. Hired 1 full-time employee to fill vacancy to maintain roads, parks and sewer infrastructure.
2. Continued refinement of a space analysis for a new Public Works facility. (\$200,000 in Public Services Fund 65)

11/05/2020 14:45
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014300	3002	PENSION	28,565.00	45,720.00	45,720.00	45,720.00	45,720.00	43,249.00	-5.4%
014300	3003	WC Worker's Compensation Insurance	24,557.55	25,800.00	25,800.00	25,151.96	25,151.96	26,000.00	.8%
014300	3110	SALARIES 2021 Budget: 5 full-time employees for Roads, 1 full-time mechanic, 3 administrative employees (split with fund 02), 1 part-time employee	472,080.43	517,500.00	517,500.00	390,261.94	461,000.00	521,700.00	.8%
014300	3144	PTP SALARY FICA is included.	12,899.40	.00	.00	.00	.00	.00	.0%
014300	3153	LT DISABIL	1,999.50	2,300.00	2,300.00	1,646.79	1,940.00	1,900.00	-17.4%
014300	3156	HEALTH INS Includes Medical/Dental/Rx.	71,350.79	77,500.00	77,500.00	54,292.42	77,300.00	95,500.00	23.2%
014300	3158	LIFE 2021B - additional increase in budgeted is due to reallocation of personnel with Highways (014300), Parks (014520), & Sewer (024290). 2021B Term Life Insurance for 8 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.	1,911.11	3,000.00	3,000.00	2,391.79	2,750.00	3,500.00	16.7%
014300	3183	OVERTIME	28,959.36	30,000.00	30,000.00	6,121.92	12,500.00	30,000.00	.0%
014300	3191	UNIF MAINT T-Shirts, sweatshirts, coats, caps, jeans, boots, etc.	3,811.28	4,000.00	4,000.00	1,579.91	4,000.00	4,000.00	.0%
014300	3192	PHYSICALS Pre-employment drug and alcohol screening; Random testing for CDL	942.50	1,000.00	1,000.00	1,110.00	1,110.00	1,000.00	.0%
014300	3210	OFFICE SUP Includes office supplies, envelopes, copy paper, postage machine supplies, business cards Fleet forms, inspection stickers	428.44	1,100.00	1,100.00	531.80	750.00	900.00	-18.2%
014300	3213	EQUIPMENT	5,098.80	.00	.00	.00	.00	.00	.0%
014300	3224	SIGNS/POST	3,776.85	.00	.00	.00	.00	.00	.0%

11/05/2020 14:45
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014300	3231 GASOLINE 2020P Gasoline use running low 2021B More closely related to 2019 levels of gasoline use and cost per gallon continues to be lower. Assume 900 gallons @ \$1.60/gallon.	1,933.34	3,000.00	3,000.00	670.40	1,100.00	1,440.00	-52.0%
014300	3232 DIESEL On average the Township uses approximately 17,000 gallons of diesel that is split between Highways @ 60% of use, Parks @ 19% of use, and sewer @ 21% of use. CCIU Per Gallon Costs: \$1.93 - 1/2019-7/2019 \$2.05 - 8/2019-12/31/2019 \$2.05 - 8/2019-7/2020 \$1.95 - 8/2020 - 7/2021 2020P - Larger snow removal vehicles use the majority of the diesel fuel therefore, expenses are running below budget due to mild snow seasons 2021B - Anticipate a return to more normal winters and a greater need for roadway snow removal.	22,647.67	16,000.00	16,000.00	9,867.73	10,000.00	20,000.00	25.0%
014300	3245 GEN SUPPLY Truck chains, tarps, etc. Stone, top soil, seed, sod, straw Barricades, acetylene/oxygen, wood, hardware items, paints, paint supplies, chemicals Food for training, meals and rooms during emergencies AED supplies Small Equipment Safety equipment, misc hand tools, tarps, saw blades, etc. Fire extinguisher inspection, small equipment, backflow preventer testing Signs/Posts - hot tape thermal plastic markings (in-house) or paint signs, posts, stubs, repairs, and replacement	15,914.14	30,000.00	30,000.00	18,546.41	20,000.00	30,000.00	.0%
014300	3246 FLT SUPPLY Repair & Maint Supplies - Filters, brakes, brake line hoses, brake drum, rotors, fuel additives, degreaser solvents, sealants, oil dry, rags, 2-cycle oil, belts, bulbs, tires, grease, lubricants, antifreeze, transmission and washer fluids, motor oil, hydraulic oil, transmission fluid, wax, etc. and waste product disposal (Safety Kleen) Off road equipment, motor oil, hydraulic oil, hoses, steel, welding rods, plates, and other consumables Small Tools - Misc. tools, specialty tools for new equipment and vehicles Repairs on Equipment - Repairs to lift jack, air compressor, air guns, etc. Public Works Garage cleaning supplies, hand cleaner, paper towels, high pressure soap for salt trucks, etc. Equipment Repairs - loader, backhoe, PW equipment, emergency service/misc unknown White Glove Car Wash - 4 vehicles, 15 washes per vehicle (\$360)	33,053.14	35,000.00	35,000.00	12,272.46	25,000.00	35,000.00	.0%

11/05/2020 14:45
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014300	3306 MS4s Expenses for renewing and complying with NPDES permit from DEP Includes dues for Christiana Watershed Partnership & Brandywine Red Clay Alliance 2019-21: Most expenses for renewing NPDES permit	7,736.32	20,000.00	20,000.00	29,013.60	40,000.00	30,000.00	50.0%
	2020P and 2021B: - NPDES comments received 9/30/2019 - Additional effort than anticipated for engineering services to complete GIS mapping addressing DEP's comments - Twp responded to DEP comments March 2020; awaiting DEP response							
	Funding for Pollutant Reduction Plan engineering/construction projects is in Public Service (Fund 65), pending approval of the NPDES permit.							
014300	3313 ENGINEERIN General Needs (TPD and SSM) Optimize traffic signals to improve traffic & pedestrian flow & timing	11,560.55	15,000.00	15,000.00	6,573.00	10,000.00	15,000.00	.0%
	NOTE: MS4-related costs covered under 3306							
014300	3340 COMMUNICAT	1,624.94	900.00	900.00	925.67	940.00	940.00	4.4%
014300	3351 PROPERTY Includes allocated cost of Property, Auto, & Inland Marine	19,226.00	19,900.00	19,900.00	16,746.02	16,746.02	19,900.00	.0%
014300	3352 LIABILITY 2021B - 5% decrease in premium for general liability	13,213.00	16,500.00	16,500.00	12,086.94	12,087.00	11,480.00	-30.4%
014300	3361 UTILITIES Includes cost of electric @ 222 N. Pottstown Pike, street lighting, and traffic signals	23,924.02	27,350.00	27,350.00	18,181.69	23,000.00	25,000.00	-8.6%
014300	3365 SOLID WAST Garage dumpster \$121/month = \$1452 Tire disposal	1,549.37	2,300.00	2,300.00	1,843.11	2,000.00	2,000.00	-13.0%
014300	3384 EQUIP RENT Rental of excavator, dozer, paver, milling head, etc. Increased rental budget to perform more projects 'in house'	7,440.10	15,000.00	15,000.00	2,483.43	5,000.00	15,000.00	.0%
014300	3410 WHITFORD Per Agreement with residents to supply plants, mulch & weed killer for subdivision island	408.77	450.00	450.00	.00	450.00	450.00	.0%

11/05/2020 14:45
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014300	3420 DUES Membership and other dues; EZPass	693.70	700.00	700.00	883.00	983.00	900.00	28.6%
014300	3422 TR/SEM/SCH 2021: Safety Training, Flagger Training, CPR, training-related books Road Division and Road Superintendent training PWD continuing education Travel-related expenses - mileage, lodging, etc. CDL Testing	5,495.94	3,000.00	3,000.00	1,110.50	1,500.00	3,000.00	.0%
014300	3450 CONTRACTED Misc door repairs/adjustments/replacements, interior and masonry repairs, etc.	729.73	6,000.00	6,000.00	1,889.40	2,000.00	2,000.00	-66.7%
014300	3455 CONT VEH Vehicle repairs performed by others (dealers and specialists)	24,434.79	20,000.00	20,000.00	12,691.81	15,000.00	15,000.00	-25.0%
014300	3456 TRAFFIC SI	26,704.53	.00	.00	.00	.00	.00	.0%
014300	3490 FLT ALLOC 2020P & 2021B: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal the budgeted amount exactly. See Fleet and Tech Expenses spreadsheet for calculations. Allocation is based on insured vehicle value. Roads is 52%	60,000.00	86,000.00	86,000.00	73,196.24	73,196.00	79,919.00	-7.1%
014300	3491 FLT REIMBU Contra-expense serving as reimbursement from all departments for allocated fleet expenses. Total includes all-in cost of mechanic, fleet supplies, fleet-related contracted services & an estimate/allocation for portion of garage/mechanic overhead. 2020: Increase due to allocation of mechanic salary & benefits 100% to Fleet vs. 70% in 2019.	-133,800.00	-164,000.00	-164,000.00	-140,762.00	-140,762.00	-153,690.00	-6.3%
014300	3531 T TF 2021B transfer for shared costs of Township wide technology expenses. See Technology Plan for details	25,000.00	34,000.00	34,000.00	34,000.00	34,000.00	31,405.00	-7.6%
014300	3552 TRNS EQUIP 2021: Begin using Liquid Fuels Fund 35 to pay for Roads vehicle purchases. Over the 10-year life of the equipment replacement fund, this change will reduce the GF contribution to Fund 50 by about \$85K/year. 19% of of the cost of Fund 50 purchases of 2021-2030. 2021B: \$200K transferred from General Fund.	109,000.00	109,000.00	109,000.00	109,000.00	109,000.00	37,932.00	-65.2%

11/05/2020 14:45
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 5
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014300	3668 DRAINAGE Non-Liquid Fuels eligible: Storm sewer maintenance - cleaning or repairing inlets, swales, pipes, etc.	26,022.46	15,000.00	15,000.00	8,238.29	15,000.00	15,000.00	.0%
014300	3680 RD&BRIDGE Non-Liquid Fuels eligible: Misc areas of base repair (trenches, potholes, etc.) Curb work Offset to Aqua paving projects	9,287.97	20,000.00	20,000.00	17,944.74	20,000.00	20,000.00	.0%
014300	3708 TECHNOLOGY Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.	.00	.00	.00	.00	.00	2,000.00	.0%
014300	See Technology Plan for details 3730 PW FACILIT	125.00	.00	.00	.00	.00	.00	.0%
TOTAL GENERAL FUND		970,306.49	1,039,020.00	1,039,020.00	776,210.97	928,461.98	987,425.00	-5.0%
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE		970,306.49	1,039,020.00	1,039,020.00	776,210.97	928,461.98	987,425.00	-5.0%
GRAND TOTAL		970,306.49	1,039,020.00	1,039,020.00	776,210.97	928,461.98	987,425.00	-5.0%

** END OF REPORT - Generated by Kimerbly Pelcin **

Public Works - Parks

PUBLIC WORKS DEPARTMENT – PARKS & RECREATION

The Public Works Department maintains 12 Township Parks covering over 400 acres; approximately 300 acres is the Township portion of Exton Park. The Township also provides staffing for Friends of the Parks' events and funds the annual community day and fireworks.

Public Works Staffing: 16 FT (3 FT Administration, 12 FT Operators, 1 Mechanic), 1 PT Permanent, 1 PT Seasonal for repair and maintenance of parks, roads, sewer and buildings.

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

Strengthening community resilience and connections and fostering a sense of place around Exton Crossroads

- *Open space and recreation network to play, exercise, relax and learn outdoors*

Kick off the much-anticipated construction of the Exton Park – Swedesford Recreation Area. Phase 1 of the Master Plan implementation will include playgrounds, a dog park, disc golf, recreational amenities, parking, and walking paths near the intersection of Ship & Swedesford Roads. (\$1,100,000 in Public Service Fund 65; \$250,000 of that from Chester County grant, \$500,000 from state grant)

Construct a new pavilion at Boot Road Park to provide additional recreational opportunities to park users and a place of refuge during a passing rain shower for those watching a ball game. (Budgeted for but not done in 2020, rolling over funding into 2021 - \$35,000 in Public Service Fund 65)

Construct a new trail extension at Boot Road park to increase mobility of park users. (\$4,000 in general supplies – 01.4520.3245)

Resurface the Meadowbrook Manor tennis courts, add lines for pickleball, and replace fencing to rehabilitate the deteriorated condition of the courts, which will bring back and expand recreational opportunities for residents. (\$60,000 in Public Service Fund 65)

Replace the deteriorating pavilion roof at Burke Road Park. (\$10,000 in Public Service Fund 65)

Install new LED sign at Miller Park. New sign will invoke a sense of place while enhancing the Township's education and outreach efforts. (\$30,000 in Public Service Fund 65)

- *Public events to encourage community identity*

Explore contactless and/or drive through events to minimize exposure to health concerns.

Increase promotion and marketing of park activities and amenities.

Partner with Chester County, Friends of the Parks, and East Whiteland Township on the annual Community Day event in July, pending resolution of the pandemic. (Most of the \$20,000 in rec programming - 01.4520.3758)

PUBLIC WORKS DEPARTMENT – PARKS & RECREATION

Delivering reliable administrative services

- *Skilled staff, with resources, training and encouragement to meet high standards*

Review facility asset inventory and develop inspection and maintenance plan via Traistr. (staff time)

2020 PARKS ACCOMPLISHMENTS

1. Township Park activities and initiatives were interrupted in 2020 due to the COVID-19 pandemic. Township staff were able to adapt maintenance and sanitation procedures to accommodate the reopening of the parks and facilities when Chester County entered the “green phase” on June 5, 2020.
2. Installed portable roofs for shade on the dugouts at Boot Road Park to protect players from UV rays. (\$27,865 out of parks upgrade savings in Public Service Fund 65; 50% paid by sunshade grant.)
3. Purchased a new infield grooming machine that will replace the used machine that is over 10 years old. The new machine has more functionality, allowing the staff to maintain the ballfields for the safety of all the players. (\$20,900 in Equipment Replacement Fund)
4. Installed 7 spotted lantern fly traps among the Municipal Building and several of the Township Parks.
5. Volunteer groups have been assisting staff at the parks with removal of invasive plants, clean-ups, basin maintenance, and spotted lantern flies.
6. Boot Road Park – North (to be dedicated as Joe Catov Park), was progressed through the Land Development and permitting phase, with construction anticipated to be completed by the end of 2020. This new park offers additional recreation opportunities for Township residents. (No cost to the Township; completed by Michels and Energy Transfer for Exton Little League, due to disruption of their softball fields at Meadowbrook Manor Park.)

11/06/2020 08:38
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014520	3002	PENSION	7,860.00	13,651.00	13,651.00	13,651.00	13,651.00	13,472.00	-1.3%
014520	3003	WC Worker's Compensation Insurance	7,010.52	7,500.00	7,500.00	7,311.61	7,311.61	7,000.00	-6.7%
014520	3110	SALARIES 2020P below budget due to allocation of personnel. 2021 Budget: 3 full-time employees FICA is included	139,921.81	111,100.00	111,100.00	86,240.24	103,000.00	176,000.00	58.4%
014520	3144	PTP SALARY	3,258.99	6,500.00	6,500.00	5,849.42	6,500.00	6,000.00	-7.7%
014520	3153	LT DISABIL	585.98	600.00	600.00	464.35	544.00	550.00	-8.3%
014520	3156	HEALTH INS Includes Medical/Dental/Rx.	40,134.46	38,500.00	38,500.00	27,180.06	38,400.00	41,600.00	8.1%
014520	3158	LIFE 2021B - Budgeted higher than 2020 due to reallocation of personnel with Highways (014300), Parks (014520), & Sewer (024290).	625.70	720.00	720.00	640.86	660.00	1,375.00	91.0%
014520	3183	OVERTIME 2021B Term Life Insurance for 2 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase. Routine OT at Parks and events, FOTP events, Branch Drop-off, Community Day, Township events and concert series.	11,565.11	12,000.00	12,000.00	3,689.36	6,000.00	12,000.00	.0%
014520	3191	UNIF MAINT Boots and clothing	834.89	1,300.00	1,300.00	570.78	750.00	1,000.00	-23.1%
014520	3210	OFFICE SUP Includes office supplies, envelopes, copy paper, postage machine supplies, business cards 2021B - Reduced allocation of shared costs.	57.70	450.00	450.00	222.52	300.00	50.00	-88.9%
014520	3231	GASOLINE 2020P Gasoline use running low 2021B More closely related to 2019 levels of gasoline use and cost per gallon continues to be lower. Assume 400 gallons @ \$1.60/gallon. Township is exempt from State & Federal taxes.	289.35	700.00	700.00	444.45	375.00	640.00	-8.6%

11/06/2020 08:38
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014520	3232 DIESEL On average the Township uses approximately 17,000 gallons of diesel that is split between Highways @ 60% of use, Parks @ 19% of use, and sewer @ 21% of use.	7,703.72	5,300.00	5,300.00	3,274.41	3,500.00	7,000.00	32.1%
	CCIU Invoice Costs: \$1.93 - 1/2019-7/2019 \$2.05 - 8/2019-12/31/2019 \$2.05 - 8/2019-7/2020 ?? - 8/2020 7/2021 (cp 8/2020, assume \$2.05/gallon)							
	2020P - Larger snow removal vehicles use the majority of the diesel fuel therefore, expenses are running below budget due to mild snow seasons 2021B - Anticipate a return to more normal winters and a greater need for roadway snow removal.							
014520	3245 GEN SUPPLY Operating supplies and small equipment for maintenace and repairs at all park facilities; fire extinguishers	26,695.74	32,000.00	32,000.00	23,395.01	26,000.00	30,000.00	-6.3%
	2021: Paved trail extension at Boot Road Park (\$4K)							
014520	3340 COMMUNICAT	361.26	400.00	400.00	370.54	400.00	400.00	.0%
014520	3351 PROPERTY Includes allocated cost of Property, Auto, & Inland Marine	4,762.00	7,900.00	7,900.00	5,178.54	5,178.54	7,900.00	.0%
014520	3352 LIABILITY 2021B - 5% decrease in premium for general liability	5,958.40	6,800.00	6,800.00	4,981.28	5,035.00	4,790.00	-29.6%
014520	3361 UTILITIES - Electric/Gas - Phone/internet/data - Water	14,348.80	14,600.00	14,600.00	14,048.69	17,000.00	14,000.00	-4.1%
014520	3365 SOLID WAST 2 Dumpsters	1,979.93	2,130.00	2,130.00	1,662.90	2,130.00	2,500.00	17.4%
014520	3384 EQUIP RENT Lift Equipment, etc.	880.00	800.00	800.00	80.00	500.00	800.00	.0%
014520	3420 DUES PA Recreation and Park and Society (PRPS) dues for Staff National Recreation and Park Association dues for Staff Pesticide Licenses, etc.	155.00	200.00	200.00	155.00	155.00	155.00	-22.5%

11/06/2020 08:38
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014520	3422	TR/SEM/SCH	936.00	3,000.00	3,000.00	113.50	250.00	1,000.00	-66.7%
014520	3450	CONTRACTED Mowing Contract for all Township grounds and facilities (\$65K) Turf Maintenance for Fields (\$12K) Backflow Preventer Testing	59,402.50	90,000.00	90,000.00	55,595.20	77,000.00	90,000.00	.0%
		2021:							
		- All Parks - Tree removal (\$10K) due to increased tree mortality							
		2021 parks upgrades - in Public Service Fund 65							
		- Boot Rd Park - Pavilion (\$35K)							
		- Boot Rd Park - Sealcoat and Line Painting (\$10K)							
		- Miller Park - Sealcoat and Line Painting (\$8K)							
		- Miller Park - LED Sign (\$30K)							
		- Burke Rd Park - Pavilion roof (\$10K)							
		- Manor Park - Tennis/pickleball courts (\$60K) in Fund 65							
014520	3490	FLT ALLOC	8,700.00	10,000.00	10,000.00	8,445.72	8,446.00	9,221.00	-7.8%
		2020P & 2021B: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal the budgeted amount exactly. See Fleet and Tech Expenses spreadsheet for calculations. Allocation is based on insured vehicle value. Parks = 6%							
014520	3531	T TF	10,000.00	9,000.00	9,000.00	9,000.00	9,000.00	10,803.00	20.0%
		2021B transfer for shared costs of Township wide technology expenses.							
		See Technology Plan for details							
014520	3552	TRNS EQUIP	32,500.00	32,500.00	32,500.00	32,500.00	32,500.00	29,441.00	-9.4%
		15% of of the cost of Fund 50 purchases of 2021-2030. 2021B: \$200K transferred from General Fund.							
014520	3702	T CAP IMPR	50,000.00	50,000.00	50,000.00	.00	.00	.00	-100.0%
		Transfer from GF to Fund 65; parks capital project expenses paid out of Fund 65; park upgrades balance in Fund 65 set aside for future park improvements/upgrades							
		2020P & 2021B - No transfers are planned but will continue to monitor the parks capital costs and reevaluate in 2022.							
014520	3758	REC PROGRM	14,257.86	20,000.00	20,000.00	.00	.00	20,000.00	.0%
		Spring Clean-Ups, Volunteer Projects Community Day, Make a Difference Day Exton Park Groundbreaking Fireworks & associated costs such as lighting, port-a-potties, generators							
TOTAL GENERAL FUND			450,785.72	477,651.00	477,651.00	305,065.44	364,586.15	487,697.00	2.1%
		TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
		TOTAL EXPENSE	450,785.72	477,651.00	477,651.00	305,065.44	364,586.15	487,697.00	2.1%

11/06/2020 08:38
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
GRAND TOTAL	450,785.72	477,651.00	477,651.00	305,065.44	364,586.15	487,697.00	2.1%

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Park Upgrades Plan

	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Banbury								\$ 46,000		\$ 46,000
Playground Unit Replacement								\$ 40,000		\$ 40,000
Swing Set								\$ 6,000		\$ 6,000
Boot Road	\$ 24,000	\$ 45,000		\$ 100,000			\$ 30,000			\$ 199,000
Picnic Pavilion and picnic tables		\$ 35,000								\$ 35,000
Seal Coat Lot and Walking Trail & Stripe Parking Lines		\$ 10,000								\$ 10,000
Shade roof for Ballfield Dugouts (50% grant)	\$ 24,000									\$ 24,000
Shade Structures for Playground (grant)				\$ 100,000						\$ 100,000
LED Sign							\$ 30,000			\$ 30,000
Burke Road		\$ 10,000	\$ 17,000							\$ 27,000
Additional Parking and Tree Removal			\$ 15,000							\$ 15,000
New Roof on Pavilion - Originally installed 1992		\$ 10,000								\$ 10,000
Re-establish Bridge, Fitness Trail & Nature Center (Eagle Scout Project)			\$ 2,000							\$ 2,000
Grove			\$ 11,000				\$ 60,000			\$ 71,000
New 2 to 5 play unit (replace octagon climber)							\$ 30,000			\$ 30,000
Replace Bridge			\$ 5,000							\$ 5,000
Replace Playground Equipment							\$ 30,000			\$ 30,000
Replace Swing Set			\$ 6,000							\$ 6,000
Meadowbrook Manor		\$ 60,000				\$ 92,000	\$ 25,000			\$ 177,000
New 2 to 5 play unit (replace octagon climber)						\$ 30,000				\$ 30,000
Playground Equipment Replacement						\$ 50,000				\$ 50,000
Resurface Tennis Courts							\$ 25,000			\$ 25,000
Swing Sets Replaced						\$ 12,000				\$ 12,000
Tennis Court Fencing		\$ 15,000								\$ 15,000
Resurface Tennis Courts (add lines for Pickle Ball)		\$ 45,000								\$ 45,000
Mill Valley									\$ 4,500	\$ 4,500
Picnic Tables Recycled Plastic									\$ 4,500	\$ 4,500

Park Upgrades Plan

	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Miller		\$ 38,000	\$ 27,000	\$ 40,000				\$ 27,000		\$ 132,000
Restain Boardwalk			\$ 15,000					\$ 15,000		\$ 30,000
Restain Gazebo			\$ 12,000					\$ 12,000		\$ 24,000
Resurface Tennis Courts				\$ 40,000						\$ 40,000
Seal Coat Lot and Walking Trail & Stripe Parking Lines		\$ 8,000								\$ 8,000
LED Sign		\$ 30,000								\$ 30,000

Park Upgrades Plan

	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Roscioli				\$ 13,000					\$ 30,000	\$ 43,000
Replace Playground Equipment									\$ 30,000	\$ 30,000
Sealcoat parking lots				\$ 13,000						\$ 13,000
Miller (Paid for out of Public Service Fund 65)					\$ 143,000					\$ 143,000
Lighting for the Tennis Courts, Park, Circle					\$ 100,000					\$ 100,000
Playground Add-On					\$ 28,000					\$ 28,000
Upgrade Bathrooms (Heat, Electric, etc.)					\$ 15,000					\$ 15,000
Meadowbrook Manor (If Paid for by Developer)2			\$ 25,000							\$ 25,000
Trail Connection to CVT			\$ 25,000							\$ 25,000
Grand Total	\$ 24,000	\$ 153,000	\$ 80,000	\$ 153,000	\$ 143,000	\$ 92,000	\$ 115,000	\$ 73,000	\$ 34,500	\$ 867,500

Debt Service



11/05/2020 13:54
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
014810	3534 TRANSF/DEB 2020B & 2020P: Increase due to 2020 bond issuance and payment.	1,150,780.00	1,150,000.00	1,150,000.00	1,428,729.50	1,428,730.00	1,248,505.00	8.6%
	2021B: Includes 2016 Bond (\$805,450 & \$780 for paying agent fees) plus 2020 Bond (\$441,495 & \$780 for paying agent fees).							
014810	9065 TO PS FUND	350,000.00	.00	.00	.00	.00	.00	.0%
TOTAL GENERAL FUND		1,500,780.00	1,150,000.00	1,150,000.00	1,428,729.50	1,428,730.00	1,248,505.00	8.6%
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE	1,500,780.00	1,150,000.00	1,150,000.00	1,428,729.50	1,428,730.00	1,248,505.00	8.6%
	GRAND TOTAL	1,500,780.00	1,150,000.00	1,150,000.00	1,428,729.50	1,428,730.00	1,248,505.00	8.6%

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PUBLIC WORKS DEPARTMENT – SANITARY SEWER (Sewer Operating/Sewer Construction Budgets)

The Public Works Department maintains approximately 105 miles of sanitary sewer lines, 2,670 manholes, and 5 pumping stations to convey wastewater from homes and businesses to treatment plants. Maintenance includes cleaning and televising sewer lines, remediation of inflow & infiltration (I&I) of water into the system, root control, clearing blockages, pump station maintenance, and clearing rights-of-way. Additionally, the Department performs approximately 2,500 responses yearly for the PA One Call Program.

Staffing: 5 full time Public Works Team members, plus support from the Director of Public Works, Assistant Director of Public Works, Public Works Coordinator and Township Administration; and the Finance Department manages annual billing for sewer rent.

2021 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Well-maintained local roads, sewer system and storm water management infrastructure*

Continue to monitor meter pits installed in 2020 to identify areas of significant groundwater infiltration and stormwater inflow (I&I) into the sanitary sewer system. When areas with I&I are identified, remedial measures will be taken, including a cured-in-place pipe replacement project, point repairs and grouting. (\$60,000 for study in 2021; up to \$400,000 for CIPP)

Coordinate with PennDOT to incorporate a new section of sanitary sewer force main as part of the construction of the Boot Road Bridge over Amtrak. (\$690,000 in Sewer Construction Fund 03; costs shared with Uwchlan Township)

Initiate design for the rehabilitation of the Clover Mill Pump Station, including new motor control systems, electrical service upgrade, pump discharge piping reconfiguration and new pumps. (\$900,000 in Sewer Construction Fund 03 for design. Costs shared with Uwchlan Township)

Replace air release and blow-off valves on the Clover Mill force main to prevent damage to existing force main due to air entrapment and water hammer. (\$32,000 from Sewer Operating Fund equipment replacement - 02-4290-3374; split 53% WWT, 47% Uwchlan)

Replace 2 trucks with utility bodies (\$160,000 total, from Sewer Construction Fund 03 to Equipment Replacement Fund 50)

- *Sound financial planning to keep costs manageable and services reliable*

West Whiteland conveys sewage to be treated at plants run by the Downingtown Area Regional Authority and West Goshen Sewer Authority. West Goshen will continue extensive improvements to their wastewater treatment plant and collection/conveyance system. Treatment costs to DARA and West Goshen will be \$1.8 million in 2021, approximately half of the sewer operating budget.

2020 SEWER ACCOMPLISHMENTS

1. Investigated sections of sanitary sewer constructed with asbestos cement pipe, which is susceptible to accelerated deterioration in certain conditions, to assess the need for pipe rehabilitation, resulting in a cured-place pipe replacement project. The project started in late 2020 and will continue into 2021. (\$100,000 from Sewer Construction Fund 03, \$300,000 from state grant)

**PUBLIC WORKS DEPARTMENT – SANITARY SEWER
(Sewer/Sewer Construction Budgets)**

2. Completed the Route 100 Pump Station rehab, including upgrades to the control system, bypass pumping, monitoring, and a new backup generator. (\$347,000 from Sewer Construction Fund 03)
3. Completed the installation of a new Supervisory Control and Data Acquisition (SCADA) computer system, which provides system monitoring and alarm notification for the 5 pump stations and 3 metering pits. SCADA communicates with the pump station control equipment to report any alarm, emergency or equipment failure, allowing for quicker response times when addressing emergencies. SCADA has reduced overtime by limiting the need for weekend inspections to just one day per weekend. (\$113,000 from Sewer Construction Fund 03)
4. After a tree fell onto a sewer line and manhole off of Clover Mill Road near Valley Creek, the Department inspected upstream and downstream sections of the sewer trunk to evaluate pipe integrity. The Township replaced approximately 140 linear feet of 15” gravity sewer pipe with ductile iron pipe as an emergency repair. The damaged manhole was also relocated 40 feet further from the stream to minimize stormwater inflow. (\$60,000 from Sewer Construction Fund 03)
5. Completed the installation of gas detection systems at the pump stations to provide a safer environment for employees. (\$23,000 from Sewer Construction Fund 03)
6. Continued the chemical root control program to mitigate the impact of root penetration in pipes which can lead to sewer backups and service disruption. (\$12,000 in Sewer Operating Fund 02 – Root Control account 3612)
7. In conjunction with chemical root control, staff performed root cutting in over 6,500 linear feet of sewer lines and inspected and cleaned another 30,000 linear feet of pipe. (Staff time)
8. Replaced the third of three grinders (muffin monster) at the Clover Mill Pump Station. The grinders prevent damage to the pumps caused by large debris conveyed through the sewer system. (\$15,000 in Sewer Operating Fund 02/Equipment Replacement account 3374)
9. Replaced and installed over 60 manhole inserts to reduce stormwater inflow into the sewer system which will lower treatment costs and free up capacity in our system during wet weather peak flows. (Part of Sewer Operating Fund 02, General Supplies account 3245)
10. Installed 27 flow detection meters throughout the DARA sewer system in another effort to reduce inflow into the sewer system. These meters will help to identify the possible sources of inflow for mitigation. (\$60,000 in Sewer Construction Fund 03)
11. Replaced the jet truck (\$281,000 from Sewer Construction Fund to Equipment Replacement Fund)
12. Continued to input data into the Township’s GIS platform (Traiser), as well as use the software to create work orders and track maintenance and repairs on system components. (Staff time)

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
023410	8510	INTEREST	-81,374.20	-48,000.00	-48,000.00	-15,581.75	-28,000.00	-28,000.00	-41.7%
023410	8514	UNREAL G/L	-387.72	.00	.00	-319.63	.00	.00	.0%
		Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.							
023640	9520	SEWER FEES	-3,198,036.22	-3,226,000.00	-3,226,000.00	-2,479,687.36	-3,226,000.00	-3,240,000.00	.4%
		Residential \$285 per household/apartment 2 bed+; Commercial is volume-based. 2020P: on target for budget. 2021B: No increase in rate of \$285. Increase driven by new development.							
023640	9521	S LATE FEE	-33,144.60	-30,000.00	-30,000.00	-16,473.35	-30,000.00	-30,000.00	.0%
		2020P: actuals coming in favorable to budget. 2021B: flat to 2020P.							
023640	9525	IND WASTE	-2,399.20	-3,600.00	-3,600.00	-427.72	-3,500.00	-3,600.00	.0%
		Reimbursement from businesses that need permit for industrial waste. Twp pays bill from DARA on behalf of the businesses in 02.4290.3439.							
023640	9527	SEWER CERT	-9,445.00	-8,000.00	-8,000.00	-9,365.00	-11,000.00	-8,000.00	.0%
		2020P Trending higher than budget due to high volume of real estate transactions. 2021B budget for return to prior year levels.							
023640	9530	CLOVER MIL	-170,501.75	-184,000.00	-184,000.00	-138,856.35	-169,000.00	-184,000.00	.0%
		Line item includes CMPS reimbursement from Uwchlan (details below) and pmt from E. Caln Twp shared w. UT (~\$4,500), previously recorded in 023640.9520.							
023800	7910	TRANSFER	-2,996,299.00	-780,000.00	-780,000.00	-565,000.00	-565,000.00	-450,000.00	-42.3%
		Transfer from 03 (tapping fees) for wastewater treatment capital expenses. See DARA (a/c 3458) & West Goshen (a/c 3460) for details.							
023800	9460	MISC REV	-1,937.80	-2,000.00	-2,000.00	.00	-2,000.00	-2,000.00	.0%
		PA One Call & P-card rebates							
024290	3002	PENSION	95,970.00	72,657.00	72,657.00	72,657.00	72,657.00	79,898.00	10.0%
024290	3003	WC	20,812.65	18,800.00	18,800.00	18,327.78	18,327.78	23,300.00	23.9%
		Worker's Compensation Insurance							
024290	3110	SALARIES	784,404.65	722,200.00	722,200.00	703,788.16	800,000.00	700,500.00	-3.0%
		2021 Budget: 5 full-time employees for PW Sewer, 10 administrative employees (various allocations across fund 01) Increase in 2020P over 2020B due to 2021 changeover in personnel							

11/05/2020 14:00
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
024290	3153	LT DISABIL	2,608.22	3,000.00	3,000.00	2,282.05	2,700.00	2,800.00	-6.7%
024290	3156	HEALTH INS Includes Medical/Dental/Rx.	155,588.38	140,200.00	140,200.00	102,552.11	120,000.00	120,600.00	-14.0%
		2021B - Budgeted lower than 2020 due to reallocation of personnel with Highways (014300), Parks (014520), & Sewer (024290).							
024290	3158	LIFE	2,798.33	4,000.00	4,000.00	3,177.61	3,800.00	4,375.00	9.4%
		2021B Term Life Insurance for 16 full-time employees at 1.5 times their salary or a max amount of \$100,000. 2020/2021 20% increase, 2019/2020 saw a 25% increase.							
024290	3183	OVERTIME	22,719.81	22,000.00	22,000.00	8,114.65	12,000.00	20,000.00	-9.1%
024290	3191	UNIF MAINT Includes Outerwear Safety (Jackets, Raincoats, Hats) & Boots	3,175.39	3,500.00	3,500.00	1,119.07	2,000.00	3,500.00	.0%
024290	3192	PHYSICALS CDL random drug testing	.00	250.00	250.00	.00	250.00	250.00	.0%
024290	3210	OFFICE SUP Includes office supplies, envelopes, copy paper, color paper, postage machine supplies, business cards	666.13	1,000.00	1,000.00	473.08	600.00	400.00	-60.0%
024290	3213	EQUIPMENT	9,569.52	.00	.00	.00	.00	.00	.0%
024290	3231	GASOLINE 2020P Gasoline use running low 2021B More closely related to 2019 levels of gasoline use and cost per gallon continues to be lower. Assume 200 gallons @ \$1.60/gallon. Township is exempt from State & Federal taxes.	469.75	700.00	700.00	78.87	200.00	400.00	-42.9%
024290	3232	DIESEL On average the Township uses approximately 17,000 gallons of diesel that is split between Highways @ 60% of use, Parks @ 19% of use, and sewer @ 21% of use.	9,448.53	5,800.00	5,800.00	4,651.46	5,000.00	5,000.00	-13.8%
		CCIU Invoice Costs: \$1.93 - 1/2019-7/2019 \$2.05 - 8/2019-12/31/2019 \$2.05 - 8/2019-7/2020 ?? - 8/2020 7/2021 (cp 8/2020, assume \$2.05/gallon)							

11/05/2020 14:00
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
024290	3245 GEN SUPPLY Grease, sealants, paint, grout, filters, anti-freeze, risers, manhole frames, covers & inserts; Misc. fluids, hardware, plumbing, electric & masonry materials/equipment/parts Repairs to clamps, concrete, stone, meters, recorders & AED Small tools/Minor Equipment: hand tools; air plugs; signs & barrels; safety materials: signs, cones, harnesses, plastic suits, gloves Cleaning supplies Total of above (\$32K)	27,581.95	47,000.00	47,000.00	37,768.33	45,000.00	47,000.00	.0%
	Plus Small items for jet trucks, tv and gas meter (2020+ \$10K moved from 3213) Pump station & garage supplies for small repairs (mechanical, eletrical, carpentry, paint) (2020+ \$5K moved from 3373)							
024290	3311 AUDITING	6,250.00	6,500.00	6,500.00	6,000.00	6,000.00	6,000.00	-7.7%
024290	3313 ENGINEERIN	2,734.90	15,000.00	15,000.00	2,987.30	8,000.00	15,000.00	.0%
024290	3314 SOLICITORS Portnoff Law Assoc. for sewer bill collections. Township Solicitor for agreements and misc. items	7,498.72	10,000.00	10,000.00	9,972.45	10,000.00	12,000.00	20.0%
024290	3324 PA ONE CAL PA One Call bills on a per call basis	5,834.91	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	.0%
024290	3340 COMMUNICAT 2020P Budget includes vendor cost of printing of sewer bills. There will be additional costs in the Fall of 2020	9,387.97	9,600.00	9,600.00	9,458.63	9,600.00	9,600.00	.0%
024290	3351 PROPERTY Includes allocated cost of Property, Auto, & Inland Marine	24,926.00	28,900.00	28,900.00	23,602.80	23,602.80	28,900.00	.0%
024290	3352 LIABILITY 2021B - 5% decrease in premium for general liability	16,221.40	18,500.00	18,500.00	13,552.03	13,603.00	12,930.00	-30.1%
024290	3361 UTILITIES Electric/Gas, telephone, water	125,036.78	133,100.00	133,100.00	99,015.67	125,000.00	130,000.00	-2.3%
024290	3365 SOLID WAST Dumpster at CMPS	1,036.40	1,140.00	1,140.00	934.20	1,200.00	1,200.00	5.3%
024290	3373 REPAIR-BLD 2020+ combined with 3245 General Supplies.	1,840.80	.00	.00	.00	.00	.00	.0%
024290	3374 EQ REPAIR Equipment Repairs at Pump stations, including: Flow matcher, pumps, motors, fans, heaters, meters, controls, etc.	64,919.24	123,000.00	123,000.00	68,743.07	85,000.00	107,000.00	-13.0%

2020+: A/C for larger projects that need to be capitalized for accounting purposes but aren't eligible for 03 tapping fees in capital projects fund

2020:
CM PS grinder (muffin monster) replace 3/3 - \$15K

11/05/2020 14:00
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
	CM force main valves - \$32K (deferred to 2021) Whitford Road Interceptor Inspection - \$40K (deferred to 2021)							
	2021: CM Force Main valves (\$32K) Parts (\$25K) Whitford Road Interceptor Inspection (\$40K)							
024290	3384 EQUIP RENT Pumps, equipment, etc.	880.00	1,500.00	1,500.00	192.50	1,000.00	500.00	-66.7%
024290	3420 DUES CCSIGA	630.00	700.00	700.00	368.50	600.00	700.00	.0%
024290	3422 TR/SEM/SCH Training/Seminars, incl. certification classes Conferences Computer training Pesticide License Chapter 302 Fees	5,487.65	3,000.00	3,000.00	705.50	2,000.00	3,000.00	.0%
024290	3439 INDUSTRIAL Charge from DARA for businesses with permits for industrial waste Businesses reimburse - revenue in 02.3640.9525	3,469.00	3,500.00	3,500.00	.00	3,500.00	3,600.00	2.9%
024290	3450 CONTRACTED - Meter calibrations - Alarm System -Grit Removal Contract - Grubbs Mill wet well (1); Route 100 wet well (2); Mill Valley (1), Whiteland Woods (1), CMPS (12) and DARA meter (2) - Backflow Preventer - Fire Extinguishers	24,227.73	37,000.00	37,000.00	33,949.66	37,000.00	40,000.00	8.1%
	2021: - Hoist safety inspections (\$5K)							
024290	3458 DARA Wastewater treatment by Downingtown Area Regional Authority Capital portion of treatment costs is offset by transfer into 02 Operating Fund from 03 Construction Fund	781,591.00	900,000.00	900,000.00	894,679.00	895,000.00	950,000.00	5.6%
	OPERATING: 2020P: \$675,000; 2021B: \$750K CAPITAL: 2020P: \$220,000; 2021B: \$200K							

11/05/2020 14:00
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 5
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
024290	3460 W. GOSHEN Wastewater treatment by West Goshen Sewer Authority Capital portion of treatment costs is offset by transfer into 02 Operating Fund from 03 Construction Fund	2,495,789.20	1,180,000.00	1,180,000.00	704,326.09	915,000.00	860,000.00	-27.1%
	OPERATING: 2020P: \$570K; 2021B: \$610K CAPITAL: 2020P: \$345K; 2021B: \$250K							
024290	3490 FLT ALLOC 2020P & 2021B: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal the budgeted amount exactly. See Fleet and Tech Expenses spreadsheet for calculations. Allocation is based on insured vehicle value. Sewer = 10%	18,000.00	17,000.00	17,000.00	14,076.20	14,076.00	15,639.00	-8.0%
024290	3531 T TF 2021B transfer for shared costs of Township wide technology expenses. See Technology Plan for details	48,000.00	49,000.00	49,000.00	49,000.00	49,000.00	14,404.00	-70.6%
024290	3533 TRANSFER To General Fund - \$5K for incentives	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
024290	3534 TR/DEBT Transfer to General Fund for allocated share of bldg cost (debt service) 2021: Anticipating increase for debt issuance for garage	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	.0%
024290	3552 TRNS EQUIP Steady transfer to Fund 03 for equipment replacement savings Fund 03 transfer to Fund 50 Equipment Replacement for full amount of vehicles/equipment in years when there are Utility purchases	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	.0%
024290	3610 I&I REPAIR Inflow & Infiltration (I&I) prevents storm water from getting into the sewer system and therefore reduces treatment costs. 2021: - Point repairs, manhole repairs - Includes collection system rehabilitation - 2 Manhole Rehabilitation	39,731.50	45,000.00	45,000.00	6,386.50	30,000.00	45,000.00	.0%
024290	3612 ROOT CONTR	10,242.40	12,000.00	12,000.00	11,519.19	12,000.00	12,000.00	.0%

11/05/2020 14:00
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 6
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
024290	3620 BARKWAY Pump Station (PS) maintenance for Barkway (East Goshen) flow from Mill Valley PS	24,140.23	15,000.00	15,000.00	.00	15,000.00	15,000.00	.0%
	2021: No capital projects expected (Ted to verify)							
024290	3708 TECHNOLOGY Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above. See Technology Plan for details	.00	.00	.00	.00	.00	22,000.00	.0%
024290	3807 INVESTMENT Includes monthly bank, investment and credit card fees	20,080.58	18,000.00	18,000.00	16,102.07	20,000.00	20,000.00	11.1%
024290	3990 INFRASTRUC Depreciation Expense. Not budgeted.	303,231.00	.00	.00	.00	.00	.00	.0%
024290	3991 BUILDING Depreciation Expense. Not budgeted.	68,956.00	.00	.00	.00	.00	.00	.0%
024290	3993 MACH&EQUIP Depreciation Expense. Not budgeted.	56,666.00	.00	.00	.00	.00	.00	.0%
024290	3995 BUDGET CON	13,599.00	.00	.00	.00	.00	.00	.0%
TOTAL SEWER FUND		-1,047,303.77	-477,053.00	-477,053.00	-169,149.63	-539,783.42	-477,104.00	.0%
TOTAL REVENUE		-6,493,525.49	-4,281,600.00	-4,281,600.00	-3,225,711.16	-4,034,500.00	-3,945,600.00	-7.8%
TOTAL EXPENSE		5,446,221.72	3,804,547.00	3,804,547.00	3,056,561.53	3,494,716.58	3,468,496.00	-8.8%
GRAND TOTAL		-1,047,303.77	-477,053.00	-477,053.00	-169,149.63	-539,783.42	-477,104.00	.0%

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Sewer Construction Fund (03)



11/05/2020 14:06
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER CONSTRUCTION FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
033410	8510	INTEREST	-262,970.35	-196,000.00	-196,000.00	-89,887.93	-123,300.00	-123,300.00	-37.1%
033410	8514	UNREAL G/L	-971.71	.00	.00	-920.14	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.									
033640	8350	FED/STA/CO	.00	-106,200.00	-106,200.00	.00	-106,200.00	.00	-100.0%
PA Water & Sewer Grant: 2020P: SCADA system (alarm and monitoring); gas detection for pump stations; ventilation and other improvements at Grubbs Mill Pump Station (\$106,200)									
2021B: CIPP Project (\$300K)									
033640	9515	TAP FEES	-693,910.54	-827,000.00	-827,000.00	-419,792.67	-419,793.00	-420,000.00	-49.2%
Tapping fees paid to WWT for new connections. Tapping fees support capital improvements to the infrastructure in West Whiteland (pump stations and pipes).									
2020P Running below budget most likely due to COVID19. 2021B Using 2020 actuals									
033800	7910	TRANSFER	-30,000.00	-30,000.00	-30,000.00	-30,000.00	-30,000.00	-30,000.00	.0%
Steady transfer from 02 Sewer Operating into 03 for new vehicle purchases.									
034350	3313	ENGINEERIN	46,964.13	240,000.00	240,000.00	39,711.05	150,000.00	265,000.00	10.4%
See Capital Projects Plan									
034350	3533	TRANSFER	712,744.00	.00	.00	.00	.00	.00	.0%
034350	3552	TRNS EQUIP	21,500.00	300,000.00	300,000.00	300,000.00	300,000.00	160,000.00	-46.7%
Transfer to Equipment Replacement Fund 50 as needed to pay for utility vehicles and equipment. See Equipment Replacement Plan for details.									
2020: Jet truck 2021: 2 trucks w/ utility bodies									
034350	3553	CAP TRNSFR	2,244,000.00	780,000.00	780,000.00	565,000.00	565,000.00	450,000.00	-42.3%
Transfer to Fund 02 for wastewater treatment capital capital costs									
DARA - 2020P: \$220K; 2021B: \$200K									
W.Goshen - 2020P: \$345K; 2021B: \$250K									

11/05/2020 14:06
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SEWER CONSTRUCTION FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
034350 3702 CAP IMPROV See Capital Improvement Plan (CIP)	-92,461.48	2,000,000.00	2,000,000.00	224,306.87	258,000.00	1,785,000.00	-10.8%
034350 3807 INVESTMENT Includes all sewer construction fund banking and investment fees	837.35	850.00	850.00	569.51	850.00	850.00	.0%
TOTAL SEWER CONSTRUCTION FUN	1,945,731.40	2,161,650.00	2,161,650.00	588,986.69	594,557.00	2,087,550.00	-3.4%
TOTAL REVENUE	-987,852.60	-1,159,200.00	-1,159,200.00	-540,600.74	-679,293.00	-573,300.00	-50.5%
TOTAL EXPENSE	2,933,584.00	3,320,850.00	3,320,850.00	1,129,587.43	1,273,850.00	2,660,850.00	-19.9%
GRAND TOTAL	1,945,731.40	2,161,650.00	2,161,650.00	588,986.69	594,557.00	2,087,550.00	-3.4%

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WEST WHITELAND TOWNSHIP SANITARY SEWER CAPITAL IMPROVEMENTS, 2020 - 2030

	Funding	PY Actual	2020 Proj	2021 Budget	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Clover Mill Force Main Pipe on Boot Road Bridge (67% WWT, 33% UT)	\$756,000	\$46,000	\$20,000	\$690,000									
Inflow & Infiltration (Cured-in-Place Pipe) Cured-in-Place Pipe Study to identify other sources of I&I Awarded PA H2O grant in August 2020 Sewer Construction Fund	\$972,000 \$300,000 \$672,000		\$52,000 \$60,000	\$400,000 \$60,000	\$400,000								
Pump Station Upgrades per CIP Priority Upgrades SCADA alarm notification in all PS Gas detection in all PS Grubbs Mill wet well ventilation (moved to Grubbs Mill full rehab below) PA Small Water and Sewer Grant (awarded) Sewer Construction Fund	\$3,622,088 \$136,000 \$106,200 \$29,800	\$113,000 \$17,000	\$6,000										
Route 100 (incl generator)	\$450,088	\$250,088	\$200,000										
Clover Mill	\$2,050,000		\$50,000	\$900,000	\$1,100,000								
Grubbs Mill	\$790,000	\$20,000	\$20,000		\$100,000	\$650,000							
Mill Valley	\$81,000								\$46,000	\$35,000			
Whiteland Woods	\$115,000											\$25,000	\$90,000
West Goshen Treatment Plant / Sewer System Upgrades	\$3,550,666	\$2,415,666	\$345,000	\$250,000	\$260,000	\$200,000	\$50,000	\$30,000					
DARA Treatment Plant Upgrade/Expansion/Capital	\$2,560,000			\$200,000	\$370,000	\$370,000	\$360,000	\$360,000	\$900,000				
SEWER CONSTRUCTION FUND (03) SUBTOTAL	\$11,460,754	\$2,861,754	\$753,000	\$2,500,000	\$2,230,000	\$1,220,000	\$410,000	\$390,000	\$946,000	\$35,000	\$0	\$25,000	\$90,000

Solid Waste Fund (Residential Trash and Recycling Collection)

Administration of the Solid Waste program includes supporting residents with questions about trash/recycling collection; oversight of the contracts with the trash and recycling hauler; billing all residential households in the Pay-As-You-Throw (PAYT) trash program for the annual solid waste fee; distributing and billing for trash bags sold at participating retail outlets, compiling data for the Section 904 recycling grant, and monitoring for compliance with state regulations.

Current Staffing: 0.3 FTE dedicated to Solid Waste, with assistance from the Asst. Director of Public Works, Finance Director and Accounts Receivable Associate

Contractors 2020: Charles Blosenski (trash), A.J. Blosenski (recycling), Hough Associates (904 grant)

Contractors 2021: A.J. Blosenski (trash and recycling), Hough Associates (904 grant)

Boards and Commissions: Public Services Commission (11 appointed members)

2021 Township Goals and Solid Waste Program Support Actions

- *Sound financial planning to keep costs manageable and services reliable*

Due budget uncertainty brought about by COVID, responsibility for administration of the Pay As You Throw program was reassigned to existing staff when the Solid Waste Coordinator left earlier this year. That workload will need to be reassessed in 2021.

Currently, homeowners in the PAYT program pay for trash and recycling collection via a \$49/year solid waste fee and buying trash bags at \$2.50/bag. The PAYT program has been successful in incentivizing recycling and keeping solid waste costs to homeowners lower than that of neighboring municipalities. West Whiteland has one of the highest recycling rates in the state and one of the least expensive trash and recycling programs in the area. Results from a 2019 survey of residents demonstrated strong support for staying with the program.

Costs for disposing and processing of recycled material has increased over the last few years. The recycling market has been in turmoil since China increased its quality standards and therefore reduced the amount of recycled material that it considers acceptable to purchase and re-use. As expected, the costs for the trash and recycling hauling contracts increased as a result when the Township went out to bid this year. Hauler costs will increase 24.6% from 2020 to 2021. To prevent an even larger increase, the Township will now own the collected recycling material (instead of the hauler owning it) and have the hauler dispose of it through the County's processing and marketing contract.

While the price of trash bags will stay the same, the solid waste fee will need to increase to offset the higher trash & recycling costs. While there will be a small increase in the number of homes participating in PAYT it is not nearly substantial enough to mitigate the need for an increase.

The fee increase will be phased in over two years to lessen the financial impact on Township residents in 2021. Fund reserves will make up the gap between Fund revenues and expenses in 2021. In the second year of the increase, little to no reserves should be necessary to balance the solid waste budget.

In 2021, the fee will increase by \$20/year \$69, and another \$20 in 2022 to \$89. These fee increases will be the first since 2013 and position the Township for much smaller, if any, increases for the remaining years of the hauler contract through 2025.

Solid Waste Fund (Residential Trash and Recycling Collection)

- *Proactive community engagement and public outreach*

Continue proactive communication efforts to all PAYT households outlining the 2021 changes to the trash and recycling programs.

- Single stream recycling replaces dual stream recycling
- One piece of bulk trash per week replaces up to four pieces of bulk trash once/month
- Promote the *Recycle Coach* app as a new tool to assist residents with solid waste schedules and questions (12-4310-3531)

2020 Solid Waste Program Accomplishments

1. Successfully navigated the uncharted waters of our new work-from-home/pandemic environs and migrated processes to remote work, making many adjustments along the way. Adjustments included offering and implementing contactless home delivery for residents unable to make their trash bag purchases at a retail location.
2. Completed a complex bid process for trash and recycling haulers. While the hauling costs increased substantially (+24.6%), cost savings over other bid options will be recognized with the switch from hauler-owned recyclables to Township-owned recyclables. Without this change, the hauler and processing costs would increase by an additional 22%. Costs have been locked in for 5 years and the Township will see minimal increases in hauler costs over the life of the 5-year contract.
3. Completed a bid for PAYT trash bags with a de minimis increase over the prior bid. This bid secured costs for 600,000 bags, locking in costs for an 18-24 month supply.
4. With the resignation in 2020 of the experienced solid waste team member, many members of Township staff provided support and assistance to each other and the staff member reassigned to Solid Waste responsibilities.

11/05/2020 14:44
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
123410	8510 INTEREST	-7,407.53	-5,000.00	-5,000.00	-1,408.12	-2,600.00	-2,600.00	-48.0%
	2020P: lower interest rates since March 2020. Through June interest x 2.							
	2021B: lower interest rates are expected to continue. Used 2020P.							
123540	8539 ACT101 GRA	-276,353.40	-98,000.00	-98,000.00	-3,927.53	-3,927.00	-93,000.00	-5.1%
	2020P - There will be no disbursement from DEP in 2020 for the 2019 Recycling Grant, as DEP pushed back the due date of the grant to 12/31/2020. The actuals represent a grant from Chester County.							
	2021B - This amount is an estimate provided by Hough Associates who specialize in 904 grants. The estimate may inch up as Hough Associates connects with more commercial haulers in WWT. We are forecasting only one year of grant money (2019).							
123640	9375 BAG SALES	-549,680.00	-525,000.00	-525,000.00	-446,120.00	-565,000.00	-565,000.00	7.6%
	2020P: As of 8/31/20, \$376K in sales. \$47,089/month = \$565,075.							
	2021B: Use 2020P.							
	Sale of bags. \$2.50/bag (-\$.05 for vendor), almost 200K bags per year. Same price per bag since 2013							
123640	9377 HAULING-LI	-275.00	-275.00	-275.00	-500.00	-500.00	.00	-100.0%
	2021+ No longer collecting a license fee from recycling haulers							
123640	9460 MISC REV	-6,811.42	-6,800.00	-6,800.00	.00	-6,800.00	-6,800.00	.0%
	2021P: Use 2020 actuals							
	P-card rebate							
123640	9467 BINS	-2,250.00	-2,000.00	-2,000.00	-615.00	-600.00	-600.00	-70.0%
	2020P: Limited sales, building closed so selling is challenging.							
	2021B: Use 2020P.							
123640	9481 S.W. FEES	-212,489.96	-215,000.00	-215,000.00	-215,502.00	-215,502.00	-296,000.00	37.7%
	2020P: On track for \$215K, 4390 households * \$49/fee							
	2021B: Household fee will need to be increased to offset or help offset increased trash & recycling costs. There will be a small increase in the number of homes participating in PAYT but not substantial enough to mitigate the need for an increase. The current request represents an additional \$20 per HH bringing the total fee to \$69/year. Even with this increase, the fee plus bag sales plus the annual 904 grant will not cover trash hauling, recycling hauling, trash tipping fees, and recycling processing fees. The deficit of \$87,528 will be paid from Solid Waste Fund reserves.							
123640	9482 SW LATE	-3,762.14	-2,700.00	-2,700.00	-1,836.83	-3,600.00	-3,600.00	33.3%
	2020P: Actuals at \$1,800 as of 7/31. 2019 shows \$1,800 from Aug-Dec. Used both for projection.							
	2021B: Use 2020P.							
124310	3002 PENSION	7,135.00	3,053.00	3,053.00	3,053.00	3,053.00	.00	-100.0%
	2020: Salary and benefits for 1 FT EE split 50%/50% Solid Waste and Finance							

11/05/2020 14:44
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
124310	3110	SALARIES	33,043.09	32,000.00	32,000.00	23,381.58	32,000.00	10,000.00 -68.8%
	2021	Budget 1 part time employee. Salary split 50% with Planning & Zoning						
124310	3153	DISABILITY	140.44	150.00	150.00	89.07	89.07	.00 -100.0%
124310	3158	LIFE INS	133.59	200.00	200.00	137.72	105.00	.00 -100.0%
124310	3183	OVERTIME	387.23	500.00	500.00	61.64	61.64	.00 -100.0%
124310	3210	OFFICE SUP	865.70	1,100.00	1,100.00	455.28	500.00	500.00 -54.5%
	2020P:	Limited activity this year, no need to purchase non-collection notices.						
	2021B:	Use 2020P, unless a need for non-collection notices is identified.						
124310	3245	GEN SUPPLY	24,331.86	27,200.00	27,200.00	14,925.00	29,700.00	29,850.00 9.7%
	2020P:	Two purchases of trash bags (#300K) \$14,925 and \$14,775						
	2021B:	Two purchases of trash bags (#300K) 2* \$14,925						
124310	3314	SOLICITORS	.00	500.00	500.00	320.25	500.00	500.00 .0%
	2020P:	Portnoff Law Associates for trash/recycling billing collections.						
124310	3340	COMMUNICAT	693.51	1,100.00	1,100.00	1,212.89	1,504.00	1,210.00 10.0%
	2020P:	Budget includes vendor cost of printing of bills. There will be additional costs in the Fall of 2020. Actuals include the cost of advertising for the Trash/Recycling bid, which was not included in the 2020 budget.						
	2021B:	Budget includes vendor cost of printing of bills.						
124310	3361	UTILITIES	90.74	.00	.00	.00	.00	.00 .0%
124310	3365	SOLID WAST	195,833.84	201,000.00	201,000.00	201,000.00	201,000.00	255,030.00 26.9%
	2020P:	Tipping fees at landfill; household hazardous waste collections						
	2021B:	Now includes Recycling Processing Fees which are per ton and adjust monthly based on commodity pricing. Est. \$48K for 2021. + 3% increase in tipping fees (\$207,030) = 255,030						
124310	3420	DUES	150.00	150.00	150.00	150.00	150.00	150.00 .0%
	2020P:	PROFESSIONAL RECYCLING OF PA (PROP) \$150						
124310	3422	TRA/SE/SCH	750.00	1,000.00	1,000.00	.00	.00	.00 -100.0%
	2020P & 2021B:	No PROFESSIONAL RECYCLING OF PA (PROP) Conference, COVID						
124310	3450	CONTRACTED	589,479.18	588,500.00	588,500.00	493,235.28	605,055.00	755,288.00 28.3%
	2020P:	Over budget. Leaf/branch pick-ups were mistakenly excluded in the 2020B.						
	2021B:	Hauler fees total \$754,088. Trash & recycling - \$672,242, up to 11 leaf/branch pick-ups - \$77,466, Christmas tree pick-up - \$4,380. Plus yard debris drop off containers @ \$200/each * 6 - \$1,200.						
124310	3531	T TF	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00 -100.0%
	2021B:	transfer for shared costs of Township wide technology expenses.						

See Technology Plan for details

11/05/2020 14:44
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
124310	3708 TECHNOLOGY	.00	.00	.00	.00	.00	1,900.00	.0%
	Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across the departments under 3531 above.							
124310	3807 INVESTMENT	645.17	700.00	700.00	472.52	700.00	700.00	.0%
	See Technology Plan for details Includes monthly bank and credit card fees.							
TOTAL SOLID WASTE		-203,350.10	4,378.00	4,378.00	70,584.75	77,888.71	87,528.00	1899.3%
TOTAL REVENUE		-1,059,029.45	-854,775.00	-854,775.00	-669,909.48	-798,529.00	-967,600.00	13.2%
TOTAL EXPENSE		855,679.35	859,153.00	859,153.00	740,494.23	876,417.71	1,055,128.00	22.8%
GRAND TOTAL		-203,350.10	4,378.00	4,378.00	70,584.75	77,888.71	87,528.00	1899.3%

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Liquid Fuels Fund (35)



11/05/2020 14:08
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

LIQUID FUELS FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
353410 8510 INTEREST	-16,954.53	-14,000.00	-14,000.00	-1,934.48	-2,400.00	-2,400.00	-82.9%
353540 8560 STATE AID	-588,737.04	-562,774.00	-562,774.00	-573,319.38	-573,319.00	-533,186.00	-5.3%
State Aid Liquid Fuels - based on mileage of 66.38 and a population of 18,274, as of 1/1/2020. Any changes made to mileage in 2020 will be reflected in the March 2021 ACTUAL payment. 2021B decrease likely from lower gas tax revenue (source of this grant) associated with COVID-19. Small potential upside from new road dedications of Keva Drive & Liam Lane 2021 = -5.4% + -1.6%. For a total of -7% from 2020. (percents from a Covid-related report)							
353620 9460 MISC REV	-53.24	.00	.00	.00	.00	.00	.0%
354327 3233 VEHICLE PU	.00	.00	.00	.00	.00	170,000.00	.0%
2021B: Roads (only) vehicle purchase.							
354380 3456 TRAFFIC SI	66,495.52	145,000.00	145,000.00	42,770.12	120,000.00	80,000.00	-44.8%
Pavement Markings (\$25K) Traffic signal repairs and maintenance (\$55K)							
354380 3668 DRAINAGE	22,224.10	10,000.00	10,000.00	.00	10,000.00	10,000.00	.0%
2021: - Oak Lane drainage 2020: - Oriole Drive drainage							
354380 4310 STRT CLEAN	16,896.00	20,000.00	20,000.00	16,750.00	16,750.00	20,000.00	.0%
354380 4320 WINTER MAI	53,725.43	60,000.00	60,000.00	4,493.10	14,000.00	50,000.00	-16.7%
Based on 4-year average of salt/brine usage Equipment rental for snow removal							
354380 4380 MAINTENANC	80,303.46	25,000.00	25,000.00	7,900.00	15,000.00	15,000.00	-40.0%
Crack sealer, guide rail, road repairs							
354390 3679 OVERLAY	324,912.73	350,000.00	350,000.00	.00	.00	350,000.00	.0%
Estimated project cost for mill and overlay projects No paving in 2020 due to COVID							
TOTAL LIQUID FUELS FUND	-41,187.57	33,226.00	33,226.00	-503,340.64	-399,969.00	159,414.00	379.8%
TOTAL REVENUE	-605,744.81	-576,774.00	-576,774.00	-575,253.86	-575,719.00	-535,586.00	-7.1%
TOTAL EXPENSE	564,557.24	610,000.00	610,000.00	71,913.22	175,750.00	695,000.00	13.9%

11/05/2020 14:08
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

LIQUID FUELS FUND

	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
GRAND TOTAL	-41,187.57	33,226.00	33,226.00	-503,340.64	-399,969.00	159,414.00	379.8%

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Retirement Benefit Fund 40

Retirement benefits other than pensions (or Other Post-Employment Benefits, a.k.a. OPEB) currently are paid out of Fund 40. West Whiteland Township is contractually obligated to provide post-employment benefits other than pensions to some of the Township's retirees. Except for one, long-agreed-to non-uniformed outlier, other post-employment benefits are only available to police department retirees. Retirees hired prior to January 1, 2006 are eligible for a life insurance policy¹ and medical benefits² for the remainder of their life, with a reduced provision of medical benefits once the retiree is Medicare-eligible. Retirees hired on/after January 1, 2006 are only eligible for the life insurance policy.

2021 TOWNSHIP GOALS & SUPPORTING ACTIONS

- *Sound financial planning to keep costs manageable and services reliable*

Currently, all OPEB expenses are paid for out of the General Fund (01). In 2016, the Township established an OPEB Trust with funds that had accumulated over a number of years through annual contributions from the General Fund. During the ensuing four years, the Township has both funded the Trust *and* paid annual insurance expenses out of the General Fund. As of October 2020, the Trust is approximately 75% funded, with roughly \$800,000 needed to bring it to full funding.

Staff is recommending to the Board that the Township use General Fund reserves and the remaining balance of Fund 40 to fully fund the OPEB Trust and begin using Trust monies to pay for annual OPEB expenses. This will eliminate the impact of OPEB expenses on the General Fund budget for 2021.

Future years will also be positively impacted, with one caveat. If the total amount of the OPEB Trust is not sufficient over the remaining 25 to 30 years of its existence to cover expenses, a contribution from the General Fund may be necessary from time to time. Finance department staff, with support from the Township's actuarial firm, will conduct an annual analysis (similar to the annual MMO calculation for the pension plans) to determine if Trust funding levels are sufficient.

¹ From the current Collective Bargaining Agreement - Each officer who retires shall be provided with a death benefit at retirement in the face amount equal to one-half (1/2) of the amount of life insurance in force for the officer at the time of his or her retirement.

² From the current Collective Bargaining Agreement - Any officer hired prior to January 1, 2006 who retires, ... shall receive the basic medical and prescription coverage for husband and wife provided to active members of the bargaining unit. Basic coverage shall not include vision or dental insurance. At the time an officer reaches age 65 and is eligible for Medicare, Township provided medical coverage shall cease and the Township will pay to the retiree an annual lump sum to be used toward the purchase of a Medicare Supplement Plan. The lump sum payment reimbursed to retired officers for Medicare supplemental insurance will be: 2018-2020: up to \$2,800/year/retiree 2021-2022: up to \$3,000/year/retiree. In the event the retired officer has access to other medical coverage at no cost, post-retirement coverage under this collective bargaining agreement shall terminate until age 65. If the officer has access to medical coverage from other employment for which a charge is made, then the Township shall pay a portion of the charge based on the percentages in the scale (included in the Agreement).

11/05/2020 14:09
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

POST RETIREMENT MEDICAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
403410 8510 INTEREST	-51,681.09	-3,200.00	-3,200.00	-25,803.17	-38,000.00	-29,000.00	806.3%
403410 8514 UNREAL G/L This is the OPEB trust unrealized (gain)/loss (which reflects change in market value that is not locked in). We do not budget or project this.	-259,970.64	.00	.00	169,225.02	.00	.00	.0%
403410 8515 GAIN/LOSS This is the OPEB trust Realized (Gain)/Loss (which are gains or losses that are locked in after a given fund share is sold). We do not budget this.	-69,940.74	.00	.00	-243,343.04	.00	.00	.0%
403800 7910 CONTR OPEB 2020P Plan to transfer general fund reserves to fully fund the OPEB account by 12/31/2020. As of 10/22/2020 this transfer has not been finalized.	-394,544.00	-245,000.00	-245,000.00	.00	-800,000.00	.00	-100.0%
404500 3156 HEALTH INS 2021: 16 retired officers; 5 on full medical, 8 on supplemental insurance, 2 receiving % reimbursements, and 1 retired non-uniformed employee on supplemental insurance. 2020: Includes \$5k PUD contingency. 2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157)	227,209.61	115,000.00	115,000.00	89,969.93	115,000.00	88,000.00	-23.5%
404500 3158 LIFE INS 2020/2021 20% increase, 2019/2020 saw a 25% increase.	2,233.91	3,500.00	3,500.00	2,918.80	3,100.00	4,106.00	17.3%
404500 3307 ACTUARY GASB 45 Actuarial Valuation required in 2019, based on funding and liabilities as of 1/1/2019. Valuation will be done every 2 years.	2,200.00	.00	.00	1,770.00	1,770.00	2,200.00	.0%
404500 3350 FIDUCIARY 2020P & 2021B - Allocated cost of Fiduciary Bond premium. Cost is shared with Police Pension (Fund 60) & Non-Uniformed Pension (Fund 09).	300.00	400.00	400.00	345.00	345.00	400.00	.0%
404500 3532 T P RETIRE 2021B This line item is no longer required. By the end of 2020 there is a plan to transfer general fund reserves to fully fund the OPEB account by 12/31/2020. As of 10/22/2020 this transfer has not been finalized	.00	122,300.00	122,300.00	.00	800,000.00	.00	-100.0%
404500 3807 INVESTMENT Bank fees including professional fees, administration fees, and investment advisory fees that flow into fund expenses when statement activity is recorded.	9,202.83	12,300.00	12,300.00	8,048.75	13,100.00	13,100.00	6.5%
TOTAL POST RETIREMENT MEDICA	-534,990.12	5,300.00	5,300.00	3,131.29	95,315.00	78,806.00	1386.9%
TOTAL REVENUE	-776,136.47	-248,200.00	-248,200.00	-99,921.19	-838,000.00	-29,000.00	-88.3%
TOTAL EXPENSE	241,146.35	253,500.00	253,500.00	103,052.48	933,315.00	107,806.00	-57.5%
GRAND TOTAL	-534,990.12	5,300.00	5,300.00	3,131.29	95,315.00	78,806.00	1386.9%

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Equipment Replacement Fund (50)



11/05/2020 14:17
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

EQUIPMENT REPLACEMENT FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
503410	8510	INTEREST	-20,754.01	-21,000.00	-21,000.00	-6,845.74	-8,600.00	-8,600.00	-59.0%
503410	8514	UNREAL G/L	-135.88	.00	.00	-104.95	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.									
503800	7910	TRANSFER	-301,500.00	-580,000.00	-580,000.00	-580,000.00	-580,000.00	-360,000.00	-37.9%
2021B: Transfer from GF: \$200,000 for annual savings Transfer from Sewer Construction Fund: \$160K for purchase of a vehicle									
503910	8525	SALE AUTO	-59,496.00	-5,000.00	-5,000.00	-60,199.00	-60,199.00	-26,000.00	420.0%
505500	3213	EQUIPMENT	152,983.50	210,500.00	210,500.00	181,988.12	185,000.00	64,000.00	-69.6%
2021: Public Works- - Shoring Trailer & Equipment (\$25K) - Compressor & Tools (\$24K) - Zero Turn Mower (\$15K)									
505500	3233	VEHICLE	493,655.60	454,000.00	454,000.00	428,537.00	430,000.00	301,000.00	-33.7%
2021: Public Works- - Utility Truck (\$80K) - Utility Truck (\$80K) Police- - One marked Police car (\$53K) - Two unmarked Police cars (\$88K)									
505500	3533	TRANSFER	39,555.00	.00	.00	.00	.00	.00	.0%
505500	3807	INVESTMENT	516.95	350.00	350.00	214.21	350.00	350.00	.0%
Includes all banking and investment fees									
505500	8350	FED/STA/CO	.00	-7,750.00	-7,750.00	.00	-3,069.50	-4,200.00	-45.8%
2020P & 2021B: Grant for Police Body Cameras (50% reimbursement, up to grant amount)									
TOTAL EQUIPMENT REPLACEMENT			304,825.16	51,100.00	51,100.00	-36,410.36	-36,518.50	-33,450.00	-165.5%
TOTAL REVENUE			-381,885.89	-613,750.00	-613,750.00	-647,149.69	-651,868.50	-398,800.00	-35.0%
TOTAL EXPENSE			686,711.05	664,850.00	664,850.00	610,739.33	615,350.00	365,350.00	-45.0%
GRAND TOTAL			304,825.16	51,100.00	51,100.00	-36,410.36	-36,518.50	-33,450.00	-165.5%

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		Budget	Actual	Budget										
	EST. LIFE YRS.	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031+
PUBLIC WORKS - ROADS														
Vehicles														
GMC Chev Dump	NA													
Ford F350 XLT(Fleet Maintenance)	10											\$80,000		
Peterbilt Dump Truck 10 Wheel (Budgeted 2018. Took delivery & expensed in 2019)	13												\$193,000	
Ford F-550	10											\$90,000		
Ford F-550	10											\$90,000		
GMC 8500 Dump Truck (44K GVW) Due to long lead time, order in 2020 for delivery in 2021.	13			\$170,000										
GMC 8500 Dump Truck (44K GVW)	14					\$170,000								
Replacement Vehicle														
GMC Sierra 3500 Utility (Sign Truck)	11				\$80,000									
Replacement Vehicle														
GMC Sierra 3500 Utility (Superintendent)	11						\$80,000							
Replacement Vehicle														
Peterbilt Dump Truck (44K GVW, 6-wheel)	13												\$185,000	
Peterbilt Dump Truck (44K GVW, 6-wheel)	13													\$185,000
GMC Sierra 3500 Dump Truck	15					\$65,000								
Equipment														
Puckett Trailer (No Replacement)	15													
Haulmark Shoring Trailer & Equip.	26			\$25,000										
Trench Roller	24				\$14,000									
Crafco Crack Sealer	23				\$41,000									
8-Ton Roller	23				\$52,000									
Hudson Trailer (No Replacement)	15													
Skid Steer Loader (Bobcat)	18	\$70,000												
Compact Track Loader 325G	18		\$61,552											\$65,000
Attachments for Bobcat and Backhoe	N/A							\$50,000						
Paver	21						\$225,000							
Compressor/Tools	16			\$24,000										
Belmont Trailer	14	\$12,000												
Cam Superline Utility Trailer (single axle)	20		\$4,019											\$6,000
Cam Superline Utility Trailer (tandem axle)	20		\$7,069											\$8,000
Case Backhoe	12												\$95,000	
Tree Chipper	15				\$41,000									
Brine Applicator	14									\$16,000				
Front End Loader	18													\$181,000
Eager Beaver Trailer	15													\$28,000
Large Pipe Televising Camera (50% with Util.)	15													\$22,000
Compact Excavator 50G CP 9/2 Not on insurance	20	\$80,000	\$64,719											\$80,000
Rear Cross Conveyor	20													\$13,000
PUBLIC WORKS ROADS TOTAL		\$162,000	\$137,359	\$219,000	\$228,000	\$235,000	\$305,000	\$50,000	\$0	\$16,000	\$0	\$260,000	\$473,000	\$588,000
\$2,374,000														
PUBLIC WORKS - PARKS														
Vehicles														
Ford F350 w/plow	10											\$70,000		
Ford F450 Landscape Body	10											\$85,000		
Big Tex 18' Landscape Trailer	15					\$4,000								
Big Tex Trailer 14'	15									\$3,500				\$2,000
Ford F350 w/plow	10								\$70,000					
Equipment														
Mower (walk behind)	24				\$6,500									
Mower - Grasshopper	20			\$15,000										
Tractor	20				\$60,000									
Smithco Infielder	N/A													
New (2020) Smithfield Infielder	15	\$26,000	\$20,890											\$25,000
Mower - Grasshopper	16				\$15,000									
Mower - Grasshopper	17					\$15,000								
Ford Bucket Truck	20													\$15,000

	EST. LIFE YRS.	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031+
Mower - Exmark Zero Turn	16						\$15,000							
Snow Blower (Bobcat attachment)	11							\$7,500						
Diamond Boom Mower 3 Pt	15												\$25,000	
Gator Kubota w/plow	12											\$26,000		
John Deere MX7 (instead of 2018 brush hog)	20													\$5,000
Wing Mower	20							\$35,000						
Frontier GM2190R Mower	20													\$6,000
PUBLIC WORKS PARKS TOTAL		\$26,000	\$20,890	\$15,000	\$81,500	\$19,000	\$15,000	\$42,500	\$70,000	\$3,500	\$0	\$181,000	\$25,000	\$53,000
PUBLIC WORKS - UTILITY (SEWER)														
Vehicles														
Ford F350 Pickup w/Plow	15													\$80,000
GMC Sierra Utility.	10			\$80,000										
GMC Sierra Utility	10			\$80,000										
Ford F350 Pickup	10									\$80,000				
Jet Truck	23													
2000 Gallon Jet Truck		\$300,000	\$281,244											
Equipment														
Televising Equipment/Trailer	10								\$140,000					
Televising Equipment/Software	15													\$16,000
Large Pipe Televising Camera (50% w/ Roads)	15													\$22,000
PUBLIC WORKS UTILITY TOTAL		\$300,000	\$281,244	\$160,000	\$0	\$0	\$0	\$0	\$140,000	\$80,000	\$0	\$0	\$0	\$118,000
CODES / PUBLIC WORKS ADMIN														
Ford Escape Asst CAO (Dave)	11											\$30,000		
Ford Explorer (PWD)	10							\$35,000						
Ford Escape - Codes (Mark)	10										\$30,000			
Chevrolet Trax - Asst CAO	10									\$30,000				
CODES/PUBLIC WORKS ADMIN TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$30,000	\$30,000	\$30,000	\$0	\$0
POLICE DEPARTMENT														
Vehicles														
4101: 2015 Ford Taurus (Chief)	7				\$54,000							\$57,000		
4102: 2015 Ford Taurus (Captain)	9						\$55,000							
4103: 2017 Ford Taurus (Lieutenant)	8							\$55,000						
4104: 2014 Ford Explorer Interceptor	6	\$52,000							\$55,000					
4104: 2020 Ford Explorer Interceptor Hybrid	8		\$51,383								\$53,000			
4105: 2014 Ford Explorer Interceptor	6	\$52,000											\$58,000	
4105: 2020 Ford Explorer Interceptor Hybrid	8		\$51,383								\$53,000			\$55,000
4106: 2018 Ford Explorer Interceptor	5					\$54,000					\$57,000			
4107: 2018 Ford Explorer Interceptor	5					\$54,000					\$57,000			
4108: 2016 Ford Explorer Interceptor	6				\$54,000					\$56,000				
4109: 2019 Ford Taurus Sedan Interceptor	5						\$55,000					\$57,000		
4110: 2019 Ford Taurus Sedan Interceptor	5						\$55,000					\$57,000		
4111: 2015 Ford Taurus (CID - Sergeant Madormo)	8					\$54,000							\$37,000	
4113: 2015 Ford Explorer Interceptor	6			\$53,000						\$56,000				
4114: 2015 Ford Explorer Interceptor	7				\$54,000					\$56,000				
4115: 2018 Ford F150 Truck - Traffic Safety	8								\$56,000					
4116: 2013 Ford Fusion (CID - Detective Buchmann)	8			\$34,000								\$36,000		
4117: 2011 Ford Fusion (CID - 4th detective when replaced) (replace with Unmarked Traffic Unit Dodge)	10			\$54,000										
4118: 2020 Dodge Durango Pursuit Unmarked (Traffic Unit; includes fit out, speed devise, citation printer. Camera shown below.)	8	\$50,000	\$45,453								\$47,000			
4119: 2017 Ford Explorer Interceptor	5				\$54,000					\$56,000				
4120: 2015 Ford Taurus (CID - Detective Pezick)	8					\$54,000						\$57,000		
Equipment														
Molded seats for each existing vehicle														
In-Car Cameras	5	\$7,000	\$6,745					\$79,200						
Body Cameras	3	\$15,500	\$16,070		\$14,400	\$4,800		\$14,400	\$4,800			\$15,600	\$5,200	

	EST. LIFE YRS.	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031+
Speeds signs - 1 new, 1 refurbished														
Variable Message Sign	13				\$21,000									
POLICE TOTAL		\$176,500	\$171,033	\$141,000	\$251,400	\$220,800	\$165,000	\$148,600	\$115,800	\$224,000	\$267,000	\$279,600	\$100,200	\$55,000
GRAND TOTAL COST PER YEAR (ALL FUNDS)		\$664,500	\$610,525	\$535,000	\$560,900	\$474,800	\$485,000	\$276,100	\$325,800	\$353,500	\$297,000	\$750,600	\$598,200	\$814,000
General Fund Contribution to Fund 50		\$280,000	\$280,000	\$200,000	\$200,000	\$205,000	\$205,000	\$210,000	\$210,000	\$215,000	\$215,000	\$220,000	\$220,000	\$225,000
Sewer Construction Fund Contribution to Fund 50		\$300,000	\$281,244	\$160,000	\$0	\$0	\$0	\$0	\$140,000	\$80,000	\$0	\$0	\$0	\$118,000
Liquid Fuels (35) Funds - Use for PW-Roads, Vehicles Only			\$0	\$170,000	\$80,000	\$235,000	\$80,000	\$0	\$0	\$0	\$0	\$260,000	\$378,000	\$588,000

Budgeting/Accounting for Fleet Expenses

Fleet Expense Line Items

Fleet expenses are calculated through these accounts in the Roads Dept budget and then offset by the reimbursement account. The Roads Dept budget then has a net charge of the dept's fleet allocation.

	Budget Line Item	2020P	2021B
Salary, Benefits	Multiple	\$100,762	\$103,690
Fleet supplies	4300-3246	\$25,000	\$35,000
Outsourced repairs	4300-3455	\$15,000	\$15,000
		<u>\$140,762</u>	<u>\$153,690</u>
Fleet reimbursement	4300-3491	-\$140,762	-\$153,690

Fleet Expense Reimbursement Allocation by Department

Fleet expenses then are allocated across applicable depts based on share of vehicles.

Department	Allocation	2020P	2021B
Police	30%	\$42,228	\$46,107
Codes	2%	\$2,815	\$3,074
Roads	52%	\$73,196	\$79,919
Parks	6%	\$8,446	\$9,221
Sewer	10%	\$14,076	\$15,369
	<u>100%</u>	<u>\$140,762</u>	<u>\$153,690</u>

WWFC - Equipment Replacement Fund (55)



11/05/2020 14:21
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

WWFC EQUIP REPLACEMENT FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
553410 8510 INTEREST	-22,674.50	-17,000.00	-17,000.00	-10,722.06	-14,500.00	-14,500.00	-14.7%
553410 8514 UNREAL G/L	-36.23	.00	.00	-27.99	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.							
553800 7910 TRANSFER	-170,000.00	-170,000.00	-170,000.00	-170,000.00	-170,000.00	-160,000.00	-5.9%
Funding based on 10-year replacement plan							
553800 8525 SALE AUTO	-150,000.00	.00	.00	.00	.00	.00	.0%
Twp reimburses Fire Company for vehicle cost net of trade-in. No longer budgeting for trade-in value as of 2017.							
555550 3233 VEHICLE PU	502,211.19	51,500.00	51,500.00	42,979.00	51,500.00	.00	-100.0%
2018:							
- \$34,700 for Deputy Chief's Explorer (budgeted in 2017, took possession and paid in 2018)							
- WWFC won't take possession of new tower budgeted for in 2018 until early 2019							
2019:							
Replace Asst Chief's Ford Expedition - \$40,000 minus est \$6,000 trade-in							
Replace Tower 6 - \$950K purchase; budget \$490,000 net of trade-in and fire company loan proceeds							
2020: Replace Brush 6 Ford F150 (or similar) - \$55,000 minus est \$3,500 trade-in							
555550 3807 INVESTMENT	352.75	100.00	100.00	104.48	130.00	130.00	30.0%
Includes all banking and investment fees.							
TOTAL WWFC EQUIP REPLACEMENT	159,853.21	-135,400.00	-135,400.00	-137,666.57	-132,870.00	-174,370.00	28.8%
TOTAL REVENUE	-342,710.73	-187,000.00	-187,000.00	-180,750.05	-184,500.00	-174,500.00	-6.7%
TOTAL EXPENSE	502,563.94	51,600.00	51,600.00	43,083.48	51,630.00	130.00	-99.7%
GRAND TOTAL	159,853.21	-135,400.00	-135,400.00	-137,666.57	-132,870.00	-174,370.00	28.8%

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**WEST WHITELAND FIRE COMPANY
EQUIPMENT REPLACEMENT SCHEDULE
2020 - 2030**

NOTE: The Fire Company owns a traffic van ATV, and trailer. No Twp funds are needed for replace, but the van is included on the Twp's auto insurance policy.

	VIN #	ESTIMATED PRICE	TRADE-IN	YEAR TO REPLACE	EST. LIFE (YRS.)	AGE AS OF 2020 (YRS.)	ANNUAL FUNDING AMOUNT	ORIGINAL COST	YEAR PURCHASED
Brush 6 - Ford F350 2020	1FT8X3B65LEC90387	\$75,000	\$4,000	2040	20	0	\$3,550	\$62,979	2020
Chief 2016 Ford Explorer	1FM5K8AR1GGC72663	\$40,000	\$7,000	2022	6	4	\$5,500	\$38,405	2016
Deputy Chief 2018 Ford Explorer	1FM5K8AR5JGA83098	\$40,000	\$7,000	2024	6	2	\$5,500	\$42,902	2018
Asst Chief 2019 Ford F150	1FTEW1E51KKC71266	\$42,000	\$7,500	2025	6	1	\$5,750	\$30,958	2019
Squad 6 Ford F150 2016	1FTFW1EF8GFA72969	\$40,000	\$5,000	2026	10	4	\$3,500	\$38,000	2016
Engine 6-1 - Spartan Marion 2012	4S7CU2D5CC075607	\$700,000	\$85,000	2027	15	8	\$41,000	\$454,697	2012
Engine 6-2 - Spartan Marion 2012	4S7CU2D5CC075608	\$700,000	\$85,000	2027	15	8	\$41,000	\$454,697	2012
Rescue 6 - Spartan Gladiator 2008	4S7AU2F988C064516	\$550,000	\$80,000	2028	20	12	\$23,500	\$443,408	2008
Ladder 6 - Spartan/Smeal	4S9AEFXB2JS419205	\$1,100,000	\$180,000	2038	20	2	\$46,000	\$530,000	2018

2021 TOTAL ANNUAL FUNDING AMOUNT \$160,000

Public Service Fund (65)



11/05/2020 14:32
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PUBLIC SERVICE FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
651300	9001	FR OTHER	-400,000.00	-760,000.00	-760,000.00	-858,084.00	-893,084.00	-1,162,600.00	53.0%
		2020 PROJECTION:							
		From Open Space Fund: 2020P: \$51,084; 2021B:\$399,600							
		2020P - Boot Road Park North: \$1,084; Exton Park:- \$50,000							
		2021B - Exton Park - \$399,600							
		From Transportation Improvement: 2020P: \$717,000; 2021B: \$78,000							
		2020P: Path to Exton train station: \$340K from dev. contribution, \$375K from Twp contribution; Rt 100 widening by train station: \$2K							
		2021B: Rt 100 widening: \$28K; Ship/King/Boot study: \$50K							
		From Transportation Improvement - 209 fees: 2020P: \$125,000; 2021B: \$685,000							
		2020P: Ship Road Couplet: \$40K; Whitford Rd turning lane: \$85,000							
		2021B: Ship Road Couplet: \$485K; Whitford Rd turning lane: \$200K							
653410	8510	INTEREST	-65,390.10	-68,000.00	-68,000.00	-18,262.72	-27,300.00	-27,300.00	-59.9%
653540	8350	FED/STATE	-24,300.00	-1,381,825.00	-1,381,825.00	-397,646.83	-406,500.00	-2,473,325.00	79.0%
		2020 PROJECTION:							
		- Path to Exton train station: \$385K from DCED multimodal grant							
		- Sunshade grant for dugout screening: \$12,000							
		- DEP and Peco rebates for EV charger: \$9,500							
		2021 BUDGET:							
		- Public Works Facility: \$1.5M RACP grant (applied for)							
		- Exton Park: \$250K county, \$500K PA DCNR							
		- Swedesford Chase basins: \$223,325 DEP grant							
653800	9460	MISC REV	.00	.00	.00	-177,118.26	-117,118.26	.00	.0%
		2020P - \$ from Sunoco for Locust Lane culvert replacement							
653800	9496	PENN/STORM	-6,470.00	.00	.00	-27,161.00	-27,161.00	.00	.0%
		This a/c is for money contributed by developers to be held in escrow for future WWT maintenance costs for stormwater management infrastructure in state roads.							
		2020P - \$7K from New Horizon, \$20,150 McKee group							
653930	9570	BOND REVEN	.00	.00	.00	-6,094,776.42	-6,094,776.00	.00	.0%
654520	3450	CONTRACTED	.00	136,000.00	136,000.00	24,000.00	24,000.00	153,000.00	12.5%
		PARK UPGRADES PLAN: Transfer from GF to Fund 65 began 2018; project expenses for larger improvements/upgrades paid out of Fund 65. (No transfers made in 2020 and 2021)							
		2020P							
		Shade Structures for Dugouts at Boot Road Park (\$24K) Cost will be offset by 50% grant							
		Pavilion and picnic tables at Boot Road Park (\$35K) - Moved to 2021							
		Meadowbrook Manor: Tennis court fencing (\$15K) and resurfacing inc. lines for pickleball (\$45K) - Moved to 2021 following completion of pipeline construction							

11/05/2020 14:32
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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PUBLIC SERVICE FUND		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
	Trail connection from Library to Chester Valley Trail (\$25K) - on hold pending completion of trail alignment (future project)							
	2021B							
	Boot Road Park - replace pavilion and picnic tables (\$35K - roll over from 2020); seal coat lot and path (\$10K)							
	Meadowbrook Manor: Tennis court fencing (\$15K) and resurfacing lines for pickleball (\$45K) - both rolled over from 2020, to be done following pipeline construction							
	Burke Road - new roof on gazebo (\$10K)							
	Miller - replace LED sign promoting Twp news & events (\$30K); seal coat lot and paths (\$10K)							
655650	3313 ENGINEERIN See Capital Improvement Plan (CIP)	509,577.61	420,000.00	420,000.00	247,622.68	377,000.00	368,000.00	-12.4%
655650	3450 CONTRACTED See Capital Improvement Plan (CIP)	276,861.39	4,486,574.00	4,486,574.00	1,529,902.45	1,475,000.00	7,522,125.00	67.7%
655655	3450 CONTRACTED See Capital Improvements Plan - Municipal Complex Capital Improvements	11,725.00	76,000.00	76,000.00	40,282.66	69,400.00	.00	-100.0%
	2020P							
	Replaced building security cameras - \$29,100							
	Upgrade to "MASC" building security system - \$17,800							
	Install new elec. vehicle charging station - \$22,500, offset by rebates from DEP and Peco of \$9,500							
	2021B - There are no planned expenses. Staff will evaluate the need for, cost and energy/cost savings from HVAC replacement units or control upgrades, as well as LED lighting.							
TOTAL PUBLIC SERVICE FUND		302,003.90	2,908,749.00	2,908,749.00	-5,731,241.44	-5,620,539.26	4,379,900.00	50.6%
	TOTAL REVENUE	-496,160.10	-2,209,825.00	-2,209,825.00	-7,573,049.23	-7,565,939.26	-3,663,225.00	65.8%
	TOTAL EXPENSE	798,164.00	5,118,574.00	5,118,574.00	1,841,807.79	1,945,400.00	8,043,125.00	57.1%
	GRAND TOTAL	302,003.90	2,908,749.00	2,908,749.00	-5,731,241.44	-5,620,539.26	4,379,900.00	50.6%

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WEST WHITELAND TOWNSHIP GENERAL FUND CAPITAL IMPROVEMENTS and FINANCING PLAN, 2021 - 2030

	Funding	PY Actual	2020 Est	2021 Budget	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Public Works Facility	\$10,000,000	\$42,425	\$200,000	\$5,500,000	\$4,257,575								
<i>Sale of 222 Pottstown Pk (est)</i>	\$2,100,000				\$2,100,000								
<i>WWT Public Service Fund</i>	\$2,000,000	\$42,425	\$200,000		\$1,757,575								
<i>PA RACP Grant (applied for)</i>	\$1,500,000			\$1,500,000									
<i>2020 Bond Funds</i>	\$4,400,000			\$4,000,000	\$400,000								
Exton Park Master Plan													
1. Swedesford Road Recreation Area													
a. Playgrounds, dog park, restroom infrastructure, parking	\$1,285,000	\$185,400	\$50,000	\$1,049,600									
<i>Chester County Grant (Awarded)</i>	\$250,000			\$250,000									
<i>DCNR Grant (Awarded)</i>	\$500,000			\$500,000									
<i>WWT Open Space Fund</i>	\$535,000	\$185,400	\$50,000	\$299,600									
b. Trail to CVT, restrooms, landscaping	\$500,000			\$100,000	\$400,000								
<i>WWT Open Space Fund</i>	\$500,000			\$100,000	\$400,000								
c. Multipurpose Fields	\$900,000				\$900,000								
<i>Chester County Grant (apply in 2021)</i>	\$250,000				\$250,000								
<i>State Grant (apply in 2021)</i>	\$250,000				\$250,000								
<i>Partners, Leagues, etc (work on in 2021)</i>	\$400,000				\$400,000								
2. Existing Fields Amenities													
Restroom, parking, playground, pavilions (incl @ Swedesford Rd), viewing platform	\$1,400,000						\$200,000	\$1,200,000					
<i>Chester County Grant (apply in 2023)</i>	\$250,000							\$250,000					
<i>State Grant (apply in 2023)</i>	\$250,000							\$250,000					
<i>2020 Bond Funds</i>	\$900,000						\$200,000	\$700,000					
3. Riparian Buffer													
Scale & timing TBD as grants become available - after 2030	\$600,000												\$600,000
Municipal Complex Capital Improvement Projects													
Security Cameras	\$29,115		\$29,115										
MASC Security System Software upgrade	\$17,786		\$17,786										
Electric Vehicle Charging Stations - 1 station, 2 chargers if get grant	\$22,496		\$22,496										
<i>WWT Public Service Fund</i>	\$12,996		\$12,996										
<i>PA DEP EV Charging Grant/Peco Rebate</i>	\$9,500		\$9,500										
Inside/Outside Lights LED Conversion	\$97,000				\$97,000								
<i>GF (evaluate offset from energy savings)</i>	\$54,000				\$54,000								
<i>Peco rebates</i>	\$43,000				\$43,000								
HVAC Units and Controls (Replacement)	\$800,000				\$800,000								
<i>Bonds</i>													
Fob/Card Building Security System (replacement)	\$60,000					\$60,000							
A/V system main meeting room (replacement)	\$40,000							\$40,000					
Generator (replacement)	\$175,000										\$175,000		

WEST WHITELAND TOWNSHIP GENERAL FUND CAPITAL IMPROVEMENTS and FINANCING PLAN, 2021 - 2030

	Funding	PY Actual	2020 Est	2021 Budget	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Bicycle & Pedestrian Plan													
1. Path from CVT to Exton Station	\$1,308,000	\$208,000	\$1,100,000										
<i>PA Multi-Modal Grant (awarded)</i>	\$385,000		\$385,000										
<i>Developer Contribution (secured)</i>	\$340,000		\$340,000										
<i>WWT Transp Fund</i>	\$583,000	\$208,000	\$375,000										
1a. County CVT crossing (included w/ Twp bid)	\$375,000		\$375,000										
<i>Chester County 100% reimbursement</i>													
2. CVT to Library trail (Alignment & ROW)	\$25,000				\$25,000								
<i>(Lay out trail to encourage construction thru development) WWT Transp Fund</i>													
3. Lincoln Hwy to Commerce Drive trail	\$1,200,000					\$200,000	\$1,000,000						
<i>Grants, Developers, WWT Transp Fund</i>													
4. Waterloo/Swedesford Rd - Mall to Park bike lane	\$200,000									\$200,000			
<i>Grants, WWT Transp Fund</i>													
Rt 100 Congestion Mitigation Study													
1. Rt 100 Northbound Lane	\$3,000,000	\$70,000	\$2,000	\$28,000					\$2,900,000				
<i>WWT Transp Fund</i>	\$100,000	\$70,000	\$2,000	\$28,000									
<i>PennDot secures funding? Or re-submit CMAQ grant app?</i>	\$2,900,000								\$2,900,000				
2. Whiteland Woods/Train Station intersection	\$5,000,000										\$5,000,000		
<i>Grants; WWT Transp Fund match</i>													
<i>Septa includes in future station upgrades?</i>													
Exton Crossroads Planning (placeholder)													
a. Potential project from ULI study due Dec 2020	\$100,000			\$50,000	\$50,000								
<i>WWT Public Service Fund</i>													
b. Streetscapes/Intersections Plan	\$200,000				\$100,000	\$100,000							
<i>Rt 100 (Exton train station-Swedesford Rd) & Rt 30 (Whitford Rd to Ship Rd)</i>													
<i>Seek DVRPC TCDI / VPP Grant(s)</i>	\$100,000					\$100,000							
<i>WWT Transp Fund</i>	\$100,000				\$100,000								
Potential Streetscapes/Intersection projects - seek state grants; WWT match													
a. Crossing/ Signal/Streetscape Upgrades - Rt 100 & 30	TBD												
b. Bike/Ped Bridge(s) - Rt 100	TBD												

WEST WHITELAND TOWNSHIP GENERAL FUND CAPITAL IMPROVEMENTS and FINANCING PLAN, 2021 - 2030

	Funding	PY Actual	2020 Est	2021 Budget	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Act 209 Capital Improvements Plan													
1. Ship Road Couplet/CVT Connection (north leg)	\$1,565,000	\$100,000	\$40,000	\$700,000	\$725,000								
<i>PA Multi-Modal Grant (awarded August 2020)</i>	<i>\$940,000</i>			<i>\$215,000</i>	<i>\$725,000</i>								
<i>WWT Transp Fund - Act 209 fees</i>	<i>\$625,000</i>	<i>\$100,000</i>	<i>\$40,000</i>	<i>\$485,000</i>									
2. Whitford Rd: Waterloo to Clover Mill													
a. Lincoln Hwy to Waterloo Blvd - north half	<i>WWT Transp Fund - Act 209 fees</i>		\$85,000	\$200,000									
<i>Add NB turning lane; south half done by developer</i>													
b. Intersection of Whitford & Lincoln Hwy													
<i>Add NB & SB thru lanes (through development)</i>													
c. Intersection of Whitford & Commerce													
<i>Add NB thru lane</i>													
d. Intersection of Whitford & Clover Mill													
<i>Add SB Whitford right-turn lane</i>													
e. Ped access at Whitford train station													
<i>NOT IN 209 PLAN - Encourage Septa to do study?</i>													
<i>c - e: Fed/state grants, based on Act 209 est</i>	<i>\$6,300,000</i>												
<i>c - d: WWT Act 209 fees as 10% match</i>	<i>\$700,000</i>												
Ship & King & Boot Intersections													
a. Study	<i>WWT Tr</i>		\$0	\$50,000									
b. Implementation (guess)	<i>Seek state grant; WWT Transp Fund match</i>								\$200,000	\$800,000			
Stormwater MS4 Pollutant Reduction Plan													
1. Swedesford Chase basin retrofits													
<i>DEP Grant (awarded)</i>	<i>\$223,325</i>	\$10,800	\$0	\$212,525									
2. Valley Creek bioswales (var. properties)	<i>WWT Public Service Fund</i>				\$72,000	\$80,000							
3. Placeholder (remaining projects TBD)	<i>WWT Public Service Fund</i>						\$200,000	\$200,000	\$225,000				
GENERAL FUND SUBTOTAL	\$31,234,722	\$616,625	\$1,921,397	\$7,890,125	\$7,426,575	\$440,000	\$1,400,000	\$1,440,000	\$3,325,000	\$1,000,000	\$5,175,000	\$0	\$600,000

Technology Fund (70)

TECHNOLOGY

The technology budget (Fund 70) includes all network or Township-wide IT expenses, including hardware, software, annual maintenance contracts, consulting and initiatives. The expenses are allocated among the departments; transfers are made from the General Fund and Sewer Operating Fund to pay for the technology budget. Department-specific expenses are included in the department budgets.

Staffing: Part of 1 FTE; mostly consultants with weekly support hours, plus additional project hours.

2021 TOWNSHIP GOALS & SUPPORTING ACTIONS

Delivering reliable administrative services

- *Sound financial planning to keep costs manageable and services reliable*

As Township software transitions to the cloud, technology costs are driven more by annual maintenance contracts instead of periodic expensive hardware or software purchases. To help departments understand and track these costs more effectively, annual contracts for department-specific software have been moved to those budgets for 2021. Multi-department or network expenses remain in Fund 70. To help with review and management of the 2021 budget, all of the planned technology expenses are included in the five-year technology plan included with the budget.

- *Streamlined processes to meet the needs of constituents and co-workers*

Complete the migration of existing data on the file server to Microsoft Office SharePoint Online and the online Permit Management System. (staff time)

Organizing the employee intranet site on SharePoint online for easy access. (staff time)

Finalize an information architecture plan for creating, storing and collaborating on files and move from paper files to electronically filed and stored documents. (staff time)

Re-evaluate present telephone system to enhance offsite communication via a Voice Over Internet Protocol (VOIP) System to include a recorded line for the Police Department. (No increase over present cost/budget)

Online facility reservations and event management system change from CivicRec to Rec 1. (\$2,500, no cost difference from 2020)

- *Professional systems stay on top of requirements and best practices*

Network Security – Apply best practices by adding multiple layers of monitoring, security changes and penetration testing. (\$22,000/year)

Redundant Network Connection – Establish a backup plan in case our carrier goes down. With redundant connections, the firewall can be configured to automatically and seamlessly switch from the primary connection to a backup connection until things get back to normal.

- *Skilled staff with resources, training and encouragement to meet high standards*

Online software training for employees including Office 365, SharePoint, Traisr (permit management software), ESRI (GIS), MyREC (Facility Reservations) and Municipay (online payments). (\$4,000)

2020 ACCOMPLISHMENTS

1. Business Continuity Plan Activated - Researched and implemented strategies and platforms to maximize remote communication as a result of the pandemic including:
 - a. Video conferencing using Teams, Zoom and GoTo Meeting for both internal and public meetings (\$1,000)
 - b. Installation of a Virtual Private Network (VPN) for all remote workers (included IT Service Desk contract)
 - c. One additional laptop purchased and back-up laptops re-purposed (\$1,000)
 - d. Upgraded the Main Meeting Room A/V system to accommodate hybrid in-person and virtual meetings (\$5,000)
 - e. Upgraded the Township Internet speed from 75mbs to 1 gig (\$2,000/annually)
2. Completed the redesign of the website to enhance public usage (no additional dollars above annual maintenance cost/included as part of services)
3. Replaced two CISCO switches necessary for different devices on the network to communicate. (\$8,000 including labor and hardware - unbudgeted)
4. SharePoint Online Governance team with personnel from each department worked with consultant to design, test, move documents to new document management system, implement workflows – particularly for electronic invoices - and train staff. (\$3,000)
5. Added Secure Wi-Fi to the Clover Mill Pump Station and the Public Works Garage. (\$500)
6. Human Resources, timekeeping, and payroll software system integrated with the Police scheduling system. The employee self-service portal and telephone app allows employees to update personal information 24/7. The HR system allows for electronic personnel records as well as tracking of certifications, training, performance evaluations, and leaves of absence. This system is especially helpful for our remote workforce.
7. The Police Department's Watch Guard video storage transitioned from a network backup to cloud storage, reducing the annual storage costs by \$12,000. (\$16,500)
8. Developed and implemented Recycle Coach to assist Pay-as-You-Throw customers with up to date information on trash, recycling and bulk pick-up along with recycling educational material. (\$1,500)
9. Online permitting implemented by year-end for streamlined permit processing for sheds, fences, re-roofs, fire operational and special events. (\$2,500)

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

TECHNOLOGY FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
703410	7910	TRANSFER	-300,000.00	-305,000.00	-305,000.00	-305,000.00	-305,000.00	-214,540.00	-29.7%
	Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across each department as a transfer into the Technology Fund under 3531.								
	2021B - In addition to the transfer of \$214,540 there will be additional one time expenses of \$15K that will be paid from the Technology Fund reserves (see 3708 below).								
	See Technology Plan for details								
703410	8510	INTEREST	-5,684.17	-5,800.00	-5,800.00	-1,015.75	-1,200.00	-1,000.00	-82.8%
703410	8514	UNREAL G/L	-24.16	.00	.00	-18.67	.00	.00	.0%
	Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.								
703410	9460	MISC REV	-2,736.62	-2,700.00	-2,700.00	.00	-2,700.00	.00	-100.0%
	2020P P-card rebate. Moving to GF in 2021B.								
706800	3450	CONTRACTED	142,185.25	142,000.00	142,000.00	80,035.62	126,500.00	.00	-100.0%
	Beginning in 2021, all allocated technology costs will be budgeted in 706800-3708 See Technology Plan for details								
706800	3707	HARDWARE	35,077.17	8,000.00	8,000.00	10,958.88	17,500.00	.00	-100.0%
	Beginning in 2021, all allocated technology costs will be budgeted in 706800-3708 See Technology Plan for details								
706800	3708	COMP MAINT	128,218.68	140,200.00	140,200.00	116,185.20	138,240.00	229,540.00	63.7%
	Beginning in 2021, department-specific technology costs will be budgeted in a separate line item (under 3708) to accurately reflect the cost of the department's technology costs. Shared costs (such as the Twp's IT consultant) will continue to be allocated across each department as a transfer into the Technology Fund (3531).								
	2021B - Includes \$15K that will be paid out of Technology Fund Reserves.								
	See Technology Plan for details								
706800	3709	SOFTWARE	20,830.44	26,950.00	41,450.00	23,400.84	23,050.00	.00	-100.0%
	Beginning in 2021, all allocated technology costs will be budgeted in 706800-3708 See Technology Plan for details								

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20211 2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

TECHNOLOGY FUND			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE	
706800	3747	OFF EQUIP	27,332.73	27,540.00	27,540.00	20,174.10	27,540.00	.00	-100.0%	
		Beginning in 2021, all allocated technology costs will be budgeted in 706800-3708 See Technology Plan for details								
706800	3807	INVESTMENT	218.12	100.00	100.00	65.65	100.00	100.00	.0%	
TOTAL TECHNOLOGY FUND			45,417.44	31,290.00	45,790.00	-55,214.13	24,030.00	14,100.00	-69.2%	
TOTAL REVENUE			-308,444.95	-313,500.00	-313,500.00	-306,034.42	-308,900.00	-215,540.00	-31.2%	
TOTAL EXPENSE			353,862.39	344,790.00	359,290.00	250,820.29	332,930.00	229,640.00	-36.1%	
GRAND TOTAL			45,417.44	31,290.00	45,790.00	-55,214.13	24,030.00	14,100.00	-69.2%	

** END OF REPORT - Generated by Kimerbly Pelcin **

2021 BUDGET: Technology 5-Year Plan by Department

Item	Description	Status	Qty	2020 Budget	2020 Projection	2021 BUDGET	2022	2023	2024	2025	Comments	
TOWNSHIP-WIDE/ENTERPRISE IT												
All - IT Consulting	Ongoing IT support (network and user)	Renew		\$120,000	\$75,000	\$65,000	\$65,000	\$66,300	\$67,600	\$69,000	2020 Budget: \$20,000 for project enhancements for cloud-based software (Traisor, PayTime, Planit, Edmunds, SharePoint, Munis) including hardware setup	
All - IT Consulting	Cloud/Network backup				\$40,000	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000	2020 includes VEAMM's storage for police camera video (reduced to \$16,500 in 2021 under Watchguard cloud storage below)	
All - IT Consulting	Special Projects - Report writing, integration, PC set-up, etc.				\$5,000	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000		
All - Cyber Consulting	Enhance network security	New		\$20,000	\$6,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	2021: Evaluate for continuation in future years	
All - Wireless Network - Public & Secure	Upgrade or expand wireless connectivity	Upgrade		\$2,000	\$500						Wireless upgrade for police mobile devices	
All - CISCO Switches	Connects devices	Replace			\$3,500					\$3,500	Multiple data cables plugged into a switch for communication between networked devices.	
All - Server and Storage Area Network		Replace						\$100,000			In 2022: still need as transition to the cloud?	
All - A/V System for Main Meeting Room	Add battery backup	New			\$8,000						Prevent AV crash when power goes out; add noise reduction device for hybrid meetings	
All - Laptops & Tablets: Monitor, Keyboard, Docking Station, OS License, hardware. UPS batteries, desktop printers, Wi-Fi devices, etc.	Annual replacement	Replace	10	\$3,000	\$6,000	\$26,000	\$26,500	\$27,000	\$27,500	\$28,000	2019: replaced 2020 PCs in 2019 to upgrade Win 7 to 10 2020: Laptop purchases for remote work 2021 : Regular 5-year replacement schedule (10 laptops; TV van laptop replacement)	
All - Sonic Wall	Renewal	Renewal						\$2,000				
All - Switches (Cisco, Dell) Warranty	Renewal	Renewal				\$4,000		\$1,500	\$3,600		Pay for out of Fund 70 reserves	
All - SAN Warranty	Renewal	Renewal				\$5,500					Pay for out of Fund 70 reserves	
All - Server Warranty	Renewal	Renewal				\$5,500					Pay for out of Fund 70 reserves	
All - Office 365	MS Office and SharePoint Support	Renew		\$21,000	\$23,600	\$24,100	\$24,100	\$24,600	\$25,100	\$25,600		
All - Adobe Acrobat Professional, misc. software	ProDC2016 TLP level 1 Online	Renew		\$6,400	\$3,000	\$5,000	\$5,000	\$5,100	\$5,100	\$5,200		
ArcGIS (ESRI) Server and User Licenses *	Consider in future	New						\$22,500	\$22,500	\$22,500		
All - Paytime (Kronos)	Timekeeping/Payroll	Renew		\$6,000	\$5,500	\$5,500	\$5,500	\$5,600	\$5,700	\$5,800	Split 50/50 w/ Admin for HR	
All - CivicPlus, MyREC	Website, facility reservations	Renew		\$7,700	\$7,700	\$7,900	\$8,000	\$8,200	\$8,200	\$8,200		
All - Virtual Receptionist	Informational Directory	Renew		\$500	\$590						Keep for announcements, end contract	
All - Main Meeting Room A/V	Maintenance	Renew		\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
All - Go Daddy, Cisco, etc.	Public DNS, hosted websites	Renew		\$2,000	\$1,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500		
All - Training	All software	New		\$4,000	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		
All - Copiers	Copiers in various depts	Ongoing	5	\$16,920	\$16,920	\$16,920	\$16,920	\$16,920	\$16,920	\$17,000	Leases expire December 2024	
All - Plotter and Scanner	Plotter and Scanner	Ongoing	1	\$4,620	\$4,620	\$4,620	\$4,620	\$4,620	\$4,620	\$5,000		
All - Copier supplies	Ink, paper (part of copier lease)	Ongoing		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
Subtotal Shared Township-Wide IT					\$221,140	\$213,930	\$214,540	\$215,640	\$349,840	\$252,840	\$256,300	All Twp
Subtotal IT use of reserves for 1-time cost							\$15,000					Direct Fund 70 Expense
Grand Total Of Township-Wide IT Costs							\$229,540					

2021 BUDGET: Technology 5-Year Plan by Department

Item	Description	Status	Qty	2020 Budget	2020 Projection	2021 BUDGET	2022	2023	2024	2025	Comments
DEPARTMENT-SPECIFIC IT											
Paytime (Kronos)	HR	Renew		\$6,000	\$5,500	\$5,500	\$5,500	\$5,600	\$5,700	\$5,800	Split 50/50 w/ All Twp for payroll
Subtotal - Admin				\$6,000	\$5,500	\$5,500	\$5,500	\$5,600	\$5,700	\$5,800	Admin
Police - Cody System	Records management	Renew		\$0	\$1,900	\$12,200	\$12,400	\$12,600	\$12,900	\$13,200	Pre-paid 2020 license in 2019
Police - Live Scan and CPIN	Fingerprinting, pictures	Renew		\$6,600	\$6,600	\$6,600	\$6,700	\$6,800	\$6,900	\$7,000	
Police - TraCS	Electronic citation filing	Renew		\$2,100	\$1,700	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	
Police - Mobile Fingerprint Unit	Maintenance Agreement	Renew		\$2,400	\$2,400	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Police - Power DMS	Document/Policy Management	Renew		\$4,300	\$4,250	\$4,250	\$4,300	\$4,550	\$4,400	\$4,600	\$2,000 offset to liability insurance premium
Police - Guardian Tracking	Performance Management and Evaluation	Renew		\$1,200	\$1,200	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	
Police - Planit Police	Scheduling System	Renew		\$1,500	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	
Police - WatchGuard ELC	Mobile cloud support for cameras - extended warranty	Renew		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	
Police - WatchGuard	Cloud Storage					\$16,500	\$17,700	\$18,800	\$20,000	\$21,000	2020 VEAMM storage was \$24,000 for backup under IT Consulting, converting to cloud storage for \$16,500
Police - WatchGuard	Evidence Library	Renew		\$1,500	\$1,500						Change in software in 2020
Police - Crime Watch	CJIS-compliant web, social media	New		\$6,100	\$5,000	\$5,500	\$5,600	\$5,700	\$5,700	\$5,800	
Police - Faro Zone	Accident and crime scene reconstruction	New		\$1,350	\$1,350	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Police - WatchGuard Automated License Plate Recog.*	Install on all Police Cars					\$5,400	\$5,400	\$5,500	\$5,500	\$5,600	New in 2021
Police - CODY Booking/CPIN-Livescan Module*	Reduces the time spent by the Police officer on booking a prisoner						\$5,100	\$5,100	\$5,200	\$5,200	Reduces the time spent by the Police officer on booking a prisoner
Police - Tracker Evidence Mgt *	Inventory management software						\$11,000	\$11,000	\$11,200	\$11,200	Consider if current program doesn't improve
Subtotal - Police				\$28,850	\$29,300	\$60,850	\$78,600	\$80,450	\$82,200	\$84,000	Police
Finance - Munis Server Trf	GL Oper. System & Database Admin	Renew		\$5,000	\$5,000	\$5,200	\$5,400	\$5,600	\$5,600	\$5,800	
Finance - Munis	GL Support	Renew		\$23,000	\$23,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	2021: shopping for new GL and billing software
Finance - Munis	Content Management Module, Training	New		\$13,500	\$0						2020: didn't buy new content mgt module
Finance - Synopsis	Forecasting Tool			\$0	\$14,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	Software started in 2020 in software a/c
Subtotal - Finance				\$41,500	\$42,500	\$38,700	\$38,900	\$39,100	\$39,100	\$39,300	Finance
Solid Waste - Edmunds	Trash/Recycling Billing			\$700	\$800	\$700	\$700	\$700	\$700	\$700	Split 90/10 with Sewer for billing 2021: shopping for new GL and billing software
Solid Waste - Recycle Coach	Recycling Education			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	
Subtotal - Solid Waste				\$1,900	\$2,000	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	Solid Waste

2021 BUDGET: Technology 5-Year Plan by Department

Item	Description	Status	Qty	2020 Budget	2020 Projection	2021 BUDGET	2022	2023	2024	2025	Comments
Sewer - Edmunds	Sewer Billing	Renew		\$5,900	\$6,600	\$6,000	\$6,100	\$6,200	\$6,300	\$6,400	Split 90/10 with Solid Waste for billing 2021: shopping for new GL and billing software
Sewer - Utilities Televising	Win Can VX-Infinity-Expert-1			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Sewer - Pub Works Assets	Traisr Support	Renew		\$13,500	\$13,500	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
Subtotal - Sewer				\$21,400	\$22,100	\$22,000	\$22,100	\$22,200	\$22,300	\$22,400	Sewer
Pub Works - ArcGIS	ArcGIS/ESRI Support	Renew		\$2,000	\$2,000	\$2,000	\$2,000				Potentially moves to enterprise for all employees in 2023 in the ALL category
Subtotal - PW (Roads)				\$2,000	\$2,000	\$2,000	\$2,000				Roads
Subtotal - PW (Parks)	No dept-specific IT										Parks
Codes - Permits	Traisr Support	Renew		\$13,500	\$13,500	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
Codes - Bluebeam *	PDF plan review markup/stamp						\$4,200	\$4,200	\$4,200	\$4,200	
Subtotal - Codes				\$13,500	\$13,500	\$14,000	\$18,200	\$18,200	\$18,200	\$18,200	Codes
Planning - ArcGIS	ArcGIS/ESRI Support	Renew		\$2,000	\$2,000	\$2,000	\$2,000				
Subtotal - Planning				\$2,000	\$2,000	\$2,000	\$2,000				Planning
TOTAL TECHNOLOGY EXPENSES				\$338,290	\$332,830	\$376,490	\$384,840	\$517,290	\$422,240	\$427,900	

* NEW

Budgeting/Accounting for Technology Expenses

Use of Technology Fund 70

In 2020 and prior years, all IT expenses were budgeted in Fund 70, and paid for with fund 70 reserves and transfers from department budgets.

FUND 70			2020P	2021B
706800	3450	Contracted Services	\$126,500	\$0
706800	3707	Computer Hardware	\$17,500	\$0
706800	3708	Computer Maintenance	\$138,240	\$229,540
706800	3709	Computer Software	\$23,050	\$0
706800	3747	Office Equipment	\$27,540	\$0
TOTAL	FUND 70 IT EXPENSES		\$332,830	\$229,540

Transition to Department-Specific Expenses

As we transition from a network with periodic large equipment purchases to cloud-based software with annual contracts, **beginning in 2021** department-specific software is included in dept budgets. The remaining hardware and township-wide IT expenses are in Fund 70 and paid for by transfers from the dept budgets.

DEPT BUDGETS		2020P	2021B		TOTAL
		3531	3531	3708	
14010	Admin	\$12,000	\$12,871	\$5,500	\$18,371
14050	Finance	\$30,000	\$17,174	\$38,700	\$55,874
14100	Police*	\$143,000	\$104,430	\$60,850	\$165,280
14130	Codes	\$17,000	\$14,404	\$14,000	\$28,404
14140	Plan	\$9,000	\$9,049	\$2,000	\$11,049
14300	Roads	\$34,000	\$31,405	\$2,000	\$33,405
14520	Parks	\$9,000	\$10,803	\$0	\$10,803
24290	Sewer	\$49,000	\$14,404	\$22,000	\$36,404
124310	Solid Waste	\$2,000	\$0	\$1,900	\$1,900
TOTAL		\$305,000	\$214,540	\$146,950	\$361,490
Use of Fund 70 Balance for 1-time expenses		\$27,830	\$15,000	0	\$15,000
Total Technology Expenses⁺		\$332,830	\$229,540	\$146,950	\$376,490

+ Details are on the 5-Year Technology Plan

<i>Projected EOY Fund 70 balances</i>	<i>\$222,170</i>	<i>\$207,170</i>
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* Includes \$7,600 from Crime Prevention Fund for new CrimeWatch app.

Account 3531 = Transfer to Technology Fund

Account 3708 = IT Maintenance

Transition to Department-Specific Expenses

purchases to cloud-based software with annual contracts, **beginning in 2021** department-specific software is included in dept budgets. The remaining hardware and township-wide IT expenses are in Fund 70 and paid for by transfers from the dept budgets.

IT MAINTENANCE			2020P	2021B
14010	3708	Admin	\$0	\$5,500
14050	3708	Finance	\$0	\$38,700
14100	3708	Police	\$0	\$60,850
14130	3708	Codes	\$0	\$14,000
14140	3708	Plan	\$0	\$2,000
14300	3708	Roads	\$0	\$2,000
24290	3708	Sewer	\$0	\$22,000
124310	3708	Solid Waste	\$0	\$1,900
TOTAL	DEPT BUDGETS		\$0	\$146,950
+ TOWNSHIP-WIDE FUND 70 IT EXPE			\$332,830	\$229,540
TOTAL TECHNOLOGY EXPENSES*			\$332,830	\$376,490

* Details are on the 5-Year Technology Plan

check:	v. spreadsheet	\$332,830	\$376,490
	Difference	\$0	\$0