



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING

Minutes of the First January Meeting

January 4, 2021

1. Call to Order

Supervisor Rajesh Kumbhardare called to order the January Organization meeting at 6:38 p.m. The meeting was held via Zoom due to COVID-19 pandemic. Mr. Kumbhardare then reviewed the guidelines for the meeting which included the following:

- We ask you to mute your device when you are not speaking to improve the sound quality for everyone else.
- There will be opportunities for public comment at the beginning of the meeting for general concerns.
 - If you have a question or comment, please click the "raise your hand" feature in Zoom, which is available under the "more" menu on the participant tab.
 - If you have dialed in to this meeting by phone, you can press *9 to raise your hand to speak. When you are called upon, press *6 to unmute your phone, state your name and address and make your brief comment. Please remember to mute your phone by pressing *6 after your comment.
 - Please wait until you are recognized before speaking.
 - Speakers are asked to provide their name and address and limit their comments to 3 minutes.
 - Preference will be given to Township residents, and all speakers are asked to keep a respectful tone.

Those in attendance in addition to Mr. Kumbhardare were:

Theresa Santalucia, Supervisor
Joshua Anderson, Supervisor
Mimi Gleason, Township Manager
Pam Gural-Bear, Assistant Township Manager
Lee Benson – Police Chief
Ted Otteni – Public Works Director
John Weller – Planning Director
Beth Jones – Finance Director
Marie Guarneri, Codes Director
Pat Layman – Minutes

ANNOUNCEMENTS:

The Board of Supervisors met in executive session on December 8th to discuss and deliberate the Whitford Towing hearing matter, on December 14th, 18th, 22nd, and 23rd and 28th and 29th to discuss matters of personnel and prior to tonight's meeting to discuss matters of real estate.

The Township Building will be closed on Monday, January 18th in observation of Martin Luther King, Jr. Day.

ORGANIZATION:

1. Election of Chair and Vice-Chair of Board of Supervisors

Ms. Santalucia made a motion, seconded by Mr. Anderson, to nominate Rajesh Kumbhardare as Chair of the Board of Supervisors. There was no public discussion. The motion was unanimously approved.

Mr. Kumbhardare made a motion, seconded by Mr. Anderson, to nominate Theresa Santalucia as Vice-Chair of the Board of Supervisors. There was no public discussion. The motion was unanimously approved.

PUBLIC COMMENT:

Joe Altimari, Township resident and member of the Township Planning Commission, asked why a current member of the Planning Commission was not being reappointed to another term. Mr. Kumbhardare said the Board made its decision based on what is in the best interests of the tax payers.

ORGANIZATION (Continued):

2. Appointments

a. Staff

Ms. Santalucia made a motion, seconded by Mr. Anderson, to make the appointments for Staff positions from Secretary through Deputy Open Records Officer as listed in Mimi Gleason's December 30, 2020 Memorandum:

Secretary	Mimi Gleason
Assistant Secretary	Pam Gural-Bear
Treasurer	Beth Jones
Pension Administrator	Mimi Gleason
Zoning Officer	John Weller
Assistant Zoning Officer	Marie Guarnere
Assistant Zoning Officer	Mark Moses
Open Records Officer (Administration)	Mimi Gleason
Deputy Open Records Officer (Administration)	Jennifer Keller
Open Records Officer (Police)	Lee Benson
Deputy Open Records Officer (Police)	Yvette Johnson

Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

b. Consultants

Mr. Anderson made a motion, seconded by Ms. Santalucia, to make the following appointments for Consultants for plan reviews, inspections, and Township projects:
Solicitor (General) - Unruh, Turner, Burke & Frees

Solicitor (Zoning Hearing Board) - Gawthrop Greenwood
PC Engineer (Township) - SSM Group
Engineer (Sanitary Sewer) - Carroll Engineering Corp.
Engineer (Traffic) - McMahon Associates
Planning Consultant - Theurkauf Design & Planning
Historical Commission Consultant - Commonwealth Heritage Group
Third-Party Electrical Consultant - United Inspection Agency
Third-Party Inspection & Plan Review - Barry Isett & Associates

Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

c. Fire Marshal

Ms. Santalucia made a motion, seconded by Mr. Anderson, to make the following appointments for Fire Marshal:

Fire Marshal – Mark Moses
Assistant Fire Marshal – Marie Guarnere
Assistant Fire Marshal – Kevin Miller
Assistant Fire Marshal – George Turner

Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

d. Emergency Management Coordinator

Mr. Anderson made a motion, seconded by Ms. Santalucia, to appoint George Turner as Emergency Management Coordinator. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

e. Board Representative Appointments

Ms. Santalucia made a motion, seconded by Mr. Kumbhardare, to make the Board representative appointments to West Chester Area Council of Governments, PSATS/Chester County Association of Township Officials, and Chester County Tax Collection Committee as listed in Mimi Gleason's December 30, 2020 Memorandum. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

f. Board and Commission appointments

Mr. Anderson made a motion, seconded by Ms. Santalucia, to make the following Board and Commission appointments:

Public Services Commission (4-year term): Liz Alakszay, Janice Gottesfeld, Joe Roscioli
Planning Commission (4-year term): Jeff Glisson, Brian Dunn
Historical Commission (5-year term): John Kabli
Pension Advisory Board (3-year term); Denise Bailey, Jack Ellis
Friends of the Parks (3-year term): Marquerite Dube, Laurie Ryan, Bill Scudder, Pam Gural-Bear, Elaine LaRosa
Chairman of the Vacancy Board (1-year term): Russ Brierley

Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

g. CPA appointment

Ms. Santalucia made a motion, seconded by Mr. Anderson, to appoint Maillie, LLP as Certified Public Accountants to audit the 2020 financials. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

3. Amount of Surety Bond

Mr. Anderson made a motion, seconded by Ms. Santalucia, set the amount of the surety bond for the Treasurer and Township Manager at \$1,500,000. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

4. Resolution 2021-01 – Zoning Hearing Board

Ms. Santalucia made a motion, seconded by Mr. Anderson, to enact Resolution 2021-01 appointing and confirming members of the Zoning Hearing Board with Paul Clery to continue serving until December 31, 2021, Paul Nickels to continue serving until December 31, 2022, and Shiva Subramanian to serve until December 31, 2023. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

5. Resolution 2021-02 – General Fees

Ms. Santalucia made a motion, seconded by Mr. Anderson, to enact Resolution 2021-02 establishing the 2021 fee schedule as set out in the Resolution and summarized in Mimi Gleason's December 30, 2020 Memorandum. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

6. Resolution 2021-03 – Sewer Rent and Tapping Fees

Mr. Anderson made a motion, seconded by Ms. Santalucia, to enact Resolution 2021-03 setting rates for sewer rent. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

7. Resolution 2021-04 – Solid Waste Trash and Recycling Fees

Ms. Santalucia made a motion, seconded by Mr. Anderson, to enact Resolution 2021-04 setting rates and fees for residential trash and recycling collection in 2021. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

8. Resolution 2021-05 – Emergency Service Providers

Ms. Santalucia made a motion, seconded by Mr. Anderson, to enact Resolution 2021-05 designating emergency service providers for West Whiteland Township. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

9. Resolution 2021-06 – Designation of Depositories

Mr. Anderson made a motion, seconded by Ms. Santalucia, to enact Resolution 2021-06 designating depositories for Township funds. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

10. 2021 Meeting Schedule

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to approve the 2021 meeting schedule for Boards and Commissions as listed in the handout in the meeting packet. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

11. 2021 Holiday Schedule for Non-Uniformed Employees

Mr. Anderson made a motion, seconded by Ms. Santalucia, to approve the 2021 holiday schedule for non-uniformed employees as listed in the handout in the meeting packet. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

HEARINGS:

1. 690 East Lincoln Associates, LLC Conditional Use D&O (to be continued to January 27, 2021)

With the consent of the Applicant by letter dated December 31, 2020, the conditional use hearing on the application of 690 E. Lincoln Associates, LLC, for construction of a convenience store and gas station at the southwest corner of Lincoln Highway and Ship Road intersection was continued to January 27, 2021, at 6:30 p.m.

A record was taken by court reporter Elaine Parrish.

2. Ship Run Developers, LLC Conditional Use D&O (to be continued to January 27, 2021)

With the consent of the Applicant by letter dated December 31, 2020, the conditional use hearing on the application of Ship Run Developers, LLC and 690 East Lincoln Associates, LLC to construct 95 single-family detached dwellings and 68 townhouse dwellings along E. Lincoln Highway was continued to January 27, 2021, at 6:30 p.m.

A record was taken by court reporter Elaine Parrish.

CONSENT AGENDA:

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the Consent Agenda consisting of the following:

- Minutes of December 9, 2020

- Accounts Payable Warrant Report
- Resolution 2021-07 Disposition of Media
- Resolution 2021-08 Granting Right of Way Grant to Verizon Pennsylvania LLC for relocation of utility pole in Exton Park

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

BUSINESS:

1. Recap Recommendations from Route 100 Improvements Feasibility Study

Mr. Weller provided a summary of the "Pottstown Pike Congestion Mitigation Feasibility Study," conducted in 2017 and established as Township policy in an April 2018 resolution. The Study featured two principal recommendations to address the chronic congestion on Pottstown Pike between Commerce Drive and Boot Road. The first was to construct an additional northbound lane from the end of the West Chester by-pass to the entrance of the Exton bypass, by Exton train station. The Study determined that there was enough room to fit an additional lane. The second recommendation was to create a new four-way signal-controlled intersection with Whiteland Woods Blvd. and Mountain View Dr.

The Township will be meeting soon with County and PennDOT representatives in an effort to have the first recommendation (additional northbound lane) placed on the County's Transportation Improvement Inventory and the state's Transportation Improvement Program for federal and/or state funding.

2. Authorization to Advertise Real Estate Tax Ordinance Amendment

Ms. Jones reviewed her Memorandum dated December 21, 2020 and noted that the proposed changes were minimal.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to authorize advertisement of the Real Estate Tax Ordinance amendment. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

3. Authorization to Advertise Tax Collector Compensation Resolution 2021-xx

Ms. Jones reviewed her December 18, 2020 Memorandum and explained that while Resolutions are not typically advertised, the proposed Resolution addresses compensation for the elected tax collector and contains substantial changes and was therefore being advertised on advice of the Solicitor.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to authorize advertising of Resolution 2021-xx related to compensation for the elected Tax Collector. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

4. Resolution 2021-09 Adding Usage Fee for EV Charger

Ms. Gleason explained that Staff is suggesting a fee of \$0.50 for every hour of usage for the new electric vehicle (EV) charger in the parking lot of the Township Building. Users can download an app that links to their credit card. The fees collected per the Resolution will offset the costs associated with system administration, maintenance, and network programming for Township-owned EV charging stations.

Mr. Anderson made a motion, seconded by Ms. Santalucia to authorize Resolution 2021-09, adding usage fees for Township-owned electric vehicle charging stations to the Township fee schedule. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

5. Resolution 2021-10 Accepting Deed of Dedication for Right of Way from DKR4, LLC

Mr. Otteni explained that as part of the land development plan for Primrose Day Care, land was offered for widening a portion of Whitford Road to accommodate a new turning lane. The proposed Resolution is a procedural requirement for the Township to accept the offer.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to enact Resolution 2020-10, executing the Deed of Dedication for the ultimate right-of-way from DKR4, LLC on the east side of North Whitford Road, between Lincoln Highway and Waterloo Boulevard. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

6. Approval of Temporary Construction Easement with Moser Court, LLP for North Whitford Road Widening Project

Mr. Otteni noted that the proposed Easement is for the Whitford Road widening project referenced above.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to approve the Temporary Construction Easement with Moser Court, LLP, for the purpose of grading the area adjacent to the Township's Whitford Road Widening Project and authorize the Township Manager to execute it. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

7. Ratification of the Towing Appeal Decision

Ms. Santalucia made a motion, seconded by Mr. Anderson, to publicly ratify and approve the Decision and Order of the West Whiteland Township Board of Supervisors issued on December 18, 2020 in the Whitford Towing matter. Mr. Kumbhardare called for public comment and there were none. The motion was unanimously approved.

8. Township Commission Updates from Board Liaisons

Ms. Santalucia and Ms. Gural-Bear provided an update on the Friends of the Parks meeting. A proposal from Vista Today was received for assistance in notifying the public of upcoming events. There was a recap of the holiday lighting contest. Everyone was pleased with the event and considerations for next year were discussed.

9. Staff Updates

Ms. Guarnere said the Codes Department is testing the online permitting process and expects it to be up and running soon.

ADJOURNMENT

The meeting adjourned at approximately 7:45 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary