



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING

Minutes of the January Organization Meeting

January 7, 2019

ORGANIZATION

Call to Order

The January Organization meeting of the West Whiteland Township Board of Supervisors was called to order by Theresa Santalucia, at 6:30 p.m. Those present besides Ms. Santalucia were as follows:

Michele Moll	-	Member
Elizabeth Jones	-	Member
Mimi Gleason	-	Township Manager
Pam Gural-Bear	-	Assistant Township Manager
John Weller	-	Director of Planning and Zoning
Ted Otteni	-	Public Works Director
Joseph Catov	-	Police Chief
Vince Pompo	-	Solicitor

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

Ms. Jones made a motion, seconded by Ms. Moll, to nominate Theresa Santalucia as Chairman of the Board of Supervisors and Michele Moll as Vice-Chairman. The motion was unanimously approved.

2. Appointments

Ms. Jones made a motion, seconded by Ms. Moll, to nominate the following staff appointments as outlined in the January 7, 2019, Organization Memorandum:

Staff

Secretary	Mimi Gleason
Assistant Secretary	Pam Gural-Bear
Treasurer	Amy Heinrich
Pension Administrator	Mimi Gleason
Zoning Officer	John Weller
Assistant Zoning Officer	Mark Moses
Assistant Zoning Officer	Duane Brady
Open Records Officer (Administration)	Mimi Gleason
Deputy Open Records Officer (Administration)	Jennifer Keller
Open Records Officer (Police)	Joseph Catov
Deputy Open Records Officer (Police)	Yvette Johnson

Consultants

Solicitor (General)	Lamb McErlane
Solicitor (Zoning Hearing Board)	Gawthrop Greenwood, PC
Engineer (Township)	SSM Group
Engineer (Sanitary Sewer)	Remington & Vernick Engineers
Sanitary Sewer Engineer	Remington, Vernick & Beach
Engineer (Traffic)	Traffic Planning & Design
Conflict 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

Fire Marshals

Fire Marshal	Mark Moses
Assistant Fire Marshal	David Katzaman
Assistant Fire Marshal	Kevin Miller
Assistant Fire Marshal	George Turner
Assistant Fire Marshal	Duane Brady

Emergency Management

Emergency Management Coordinator	Duane Brady
Assistant Emergency Management Coordinator	George Turner

Board Representatives

Beth Jones	Primary Representative to West Chester Area Council of Governments
Michele Moll	Alternate Representative to the West Chester Area Council of Governments
Theresa Santalucia	Voting Representative to the Chester County Association of Township Officials
Mimi Gleason	Primary Voting Delegate to Chester County Tax Collection Committee
Amy Heinrich	Alternate Voting Delegate to Chester County Tax Collection Committee

Board and Commission appointments

Public Services Commission
John Ceschan, Jr., Robert Hall, and Timothy Hubbard to the Public Services Commission for 4-year terms ending 12/31/2022

Planning Commission
Mark Gordon to the Planning Commission for a 4-year term ending 12/31/2022

Historical Commission

Joshua Anderson to the Historical Commission for a 5-year term ending 12/31/2022

Pension Advisory Board

George Hook and Kurtis Rainey to the Pension Advisory Board for 3-year terms ending 12/31/2021

Chairman of the Vacancy Board

Deborah Fell as Chairman of the Vacancy Board for a 1-year term ending 12/31/2019

Friends of the Parks

Laurie Kerkering to Friends of the Parks for a 3-year term ending 12/31/2020

CPA appointment

Maillie, LLP, Certified Public Accountants to audit the 2018 financials

Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

3. Amount of Surety Bond for Treasurer

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

4. Resolution 2019-01 Tax Levy

Ms. Moll made a motion, seconded by Ms. Jones, to adopt Resolution 2019-01 setting the 2019 tax levy, with no change from 2018. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

5. Resolution 2019-02 Appointments to Zoning Hearing Board

Ms. Jones made a motion, seconded by Ms. Moll, to adopt Resolution 2019-02 reappointing Brian Dunn to the Zoning Hearing Board for a term set to expire 12/31/22, and confirming the appointments of Paul Nickels and Diane Snyder. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

6. Resolution 2019-03 Fees Resolution

Ms. Moll made a motion, seconded by Ms. Jones, to adopt Resolution 2019-03 setting Township fees and consultant rates as noted in the January 7, 2019 Organization Meeting Packet. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

7. Resolution 2019-04 Sewer Rent

Ms. Jones made a motion, seconded by Ms. Moll, to adopt Resolution 2019-04 setting the sewer rental fees. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

8. Resolution 2019-05 Emergency Service Providers for West Whiteland

Ms. Moll made a motion, seconded by Ms. Jones, to adopt Resolution 2019-05 setting emergency service providers. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

9. Resolution 2019-06 Designation of Depositories

Ms. Jones made a motion, seconded by Ms. Moll, to adopt Resolution 2019-06 designating depositories. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

10. Resolution 2019-07 Trash and Recycling Fees

Ms. Moll made a motion, seconded by Ms. Jones, to adopt Resolution 2019-07 setting trash and recycling fees, with no increase over 2018 fees. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

11. 2019 Meeting Schedule

Ms. Moll made a motion, seconded by Ms. Jones, to adopt the 2019 meeting schedule for the Board of Supervisors as the 2nd and 4th Wednesdays, with exceptions as noted on the handout in the meeting packet. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

12. 2019 Holiday Schedule

Ms. Santalucia made a motion, seconded by Ms. Jones, to adopt the 2019 holiday schedule for non-uniformed employees as listed on the handout in the meeting packet. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

ADJOURNMENT

The meeting adjourned at approximately 6:45 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary