



**WEST WHITELAND TOWNSHIP  
BOARD OF SUPERVISORS**

**BUSINESS MEETING**

Minutes of the Second February Meeting

February 27, 2019

**1. Call to Order**

Chairwoman Theresa Santalucia called to order the second February business meeting at 6:30 p.m. Those present besides Ms. Santalucia were as follows:

Michele Moll	-	Vice-Chairman
Elizabeth Jones	-	Member
Mimi Gleason	-	Township Manager
Pam Gural-Bear	-	Assistant Township Manager
John Weller	-	Planning & Zoning Director
Joseph Catov	-	Police Chief
Amy Heinrich	-	Finance Director
Vince Pompo	-	Solicitor

**ANNOUNCEMENTS:**

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of litigation and personnel.

**PUBLIC COMMENT:**

None.

**HEARINGS & PLANS:**

**1. Coeway Lane – Land Development Preliminary/Final**

The land development application of Todd Schneider is for construction of a 2,160 square foot storage building and associated paving accessory to existing commercial building located at 109 Coeway Lane. Mr. Schneider and David Rentschler, of JMR Engineering, were in attendance.

Mr. Weller reviewed his February 22, 2019 Memorandum.

Ms. Moll made a motion, seconded by Ms. Jones, to approve the land development plan for Todd Schneider for the construction of a 2,160 sq.ft. storage building and associated paving at 109 Coeway La. as depicted on the 5-sheet plan set prepared by JMR Engineering dated October 24, 2018 and most recently revised on January 29, 2019 with the following waivers and condition nos. 1-8 as listed on pages 1 and 2 of Mr. Weller's February 22, 2019 Memorandum. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

**CONSENT:**

Ms. Jones made a motion, seconded by Ms. Moll, to approve the Consent Agenda consisting of the following:

- Minutes of February 13, 2019
- Accounts Payable Warrant Report dated February 27, 2019
- Resolution 2019-11 Disposition of Media

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

## **BUSINESS:**

### **1. West Chester Area Council of Governments' Proposal for Clean Energy Planning**

Paula Kline, Jim Wylie, and Henry Alexander of the Sierra Club Ready for 100% Renewable Campaign were in attendance and gave a presentation on clean energy planning. Ms. Gleason explained that member municipalities of the West Chester Area Council of Governments were interested in developing a plan to transition the communities to 100% renewable energy. It was felt that it would be more cost efficient to fund a plan for the entire West Chester area than for each municipality to do so individually. A Request for Proposals was issued for a customized plan for the West Chester area to achieve 100% renewable electricity by 2035 and 100% renewable energy for all uses by 2050. The proposals were reviewed and the unanimous choice was Cadmus Group, LCC in the amount of \$75,000.

Ms. Jones made a motion, seconded by Ms. Santalucia, to commit West Whiteland Township to participate in the West Chester Area Council of Government's development of a renewable energy plan and to fund a proportionate share of the cost via an amendment of \$15,000 to the General Fund Administration budget. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0-1. Ms. Moll abstained stating that more information was needed.

### **2. PFM Debt Overview**

The Township has been evaluating whether to issue bonds to fund upcoming capital projects, such as the new Public Works facility. Chris Bamber, from PFM Financial Advisors, was present to review the process of issuing bonds and presented various options utilizing different interest rates, terms, and dollar amounts.

Mr. Bamber began his presentation with an overview of the market and the Township's existing debt. Potential new money options were reviewed in amounts up to \$5 million.

Ms. Gleason then reviewed upcoming projects for which the Township may be looking to fund via a bond issue. These included the new Public Works Facility, development of Exton Park, and the Bike and Pedestrian Plan. She estimated that \$3 million will be needed for the new Public Works facility, noting that there is currently \$2 million in reserve in the Public Service Fund. Also, proceeds from the sale of two Township properties (222 N. Pottstown Pike and the Solitude Barn) could be used for the new facility. Should the Township wish to accelerate the development of Exton Park, borrowing \$1 million will enable completion of necessary infrastructure. An additional

\$1 million could be used to begin implementation of some the projects included in the Bike and Pedestrian Plan.

There was then general discussion on the various projects, possible timelines, and funding of same.

Continuing with his presentation, Mr. Bamber reviewed details of various new money scenarios, as well as potential refinancing options for the Township's current variable rate loan. Mr. Bamber further explained basic Federal & State law guidelines require the Township to have a reasonable expectation to spend 85% of the new money within three years and to spend 5% within six months. He estimated that the process of securing new money would take 60-90 days from the time authorization was given until the money was received.

Mr. Bamber then described the Parameters or Bond Ordinance that the Board would be required to adopt. This Ordinance would give authorization to proceed with the financing within the parameters set out in the Ordinance concerning maximum interest rates, maturity, etc.

Ms. Gleason said the results of the feasibility study for possible private fundraising for Exton Park should be available soon, and Staff will do more modeling and return to the Board for a more definitive discussion on borrowing.

### **3. 2018 Year-End Financial Report**

Ms. Heinrich provided the 2018 Financial Report and noted that the year ended favorably with revenue from building permit fees received sooner than expected. Expenses were favorable compared to budget. Ms. Heinrich will provide the Board with the audit results when received later in May.

### **4. Overview of Financial Controls**

Ms. Heinrich reviewed her February 22, 2019 Memorandum listing the types of fraud and how fraud can be detected and prevented. Staff polices and procedures are outlined in a policy manual and updated as needed.

### **5. Proposal for Verizon Franchise Agreement Renewal**

Ms. Gleason reviewed her Memorandum dated February 22, 2019. She explained that the Township's agreement with Verizon ends in 2021. Since many communities in the area are on a similar time line, it was suggested that they engage Cohen Law Group to represent them in negotiations with Verizon. Besides saving money on the attorney fees, joining with other municipalities will increase leverage in negotiating with a large corporation like Verizon. Staff recommends that West Whiteland participate in this multi-municipal effort.

Ms. Moll made a motion, seconded by Ms. Jones, to authorize the Township Manager to execute the agreement with Cohen Law Group for the cable franchise renewal with Verizon. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

**6. Authorization to Execute Maintenance Agreement for Multimodal Trail**

Ms. Gleason explained that the Wolfson Group has agreed to maintain the extra wide sidewalk portion of the multimodal trail that will run in front of its property (Main Street at Exton), but the southern portion falls within the PennDOT right-of-way for the 30 Bypass. As a condition of the Highway Occupancy Permit, PennDOT is requiring that the Township be responsible for future maintenance of this portion of the trail. Maintenance will include snow and ice removal as well as general upkeep and repair of the multiuse path, associated pavement markings, and signage.

Ms. Moll made a motion, seconded by Ms. Jones, to authorize the Township Manager to execute the Highway Occupancy Permit Condition Statement for committing to future maintenance of the multimodal trail along Rt. 100 from Exton Train Station overflow parking lot (on Walkertown Road) to the southern property line of Main Street at Exton. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

**7. Staff Updates**

Ms. Gleason noted that residents have been asking about the impact of development at the intersection of Ship Road and Lincoln Highway and its affect on the intersection of Ship Road and King Road. Ms. Gleason advised that Kevin Johnson, of Traffic Planning & Design, indicated that the direct impact is zero, as the Ship and King intersection is too far away from the Ship and Lincoln Highway intersection. However, the accumulated development in West Whiteland and surrounding municipalities is impacting the Ship & King intersection. No improvements have been made to this intersection over the years due to the close proximity of homes which leaves no room for additional lanes, etc. Ms. Gleason suggested an engineering analysis be included in the 2020 budget to explore possible improvements that could be done at this intersection, such as traffic light, roundabout, etc. The Board agreed. Staff will begin discussing the issue with consultants.

**ADJOURNMENT**

The meeting adjourned at approximately 9:00 p.m.

Respectfully submitted,



Mimi Gleason  
Recording Secretary