



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the Second March Meeting

March 21, 2020

1. Call to Order

Chairman Rajesh Kumbhardare called to order the second March business meeting at 10:00 a.m. Those present in person besides Mr. Kumbhardare were as follows:

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Mimi Gleason	-	Township Manager
Ted Otteni	-	Public Works Director
Joseph Catov	-	Police Chief
George "Bud" Turner	-	Emergency Management Coordinator

Those attending via telephone/go-to-meeting were:

Theresa Santalucia	-	Vice-Chairman
Joshua Anderson	-	Member
Pam Gural-Bear	-	Assistant Township Manager
John Weller	-	Director of Planning and Zoning
Beth Jones	-	Finance Director
Mark Moses	-	Codes Director
D. Matthew Herkner	-	Police Captain
Vince Pompo	-	Solicitor

ANNOUNCEMENTS:

The Board met in executive session on March 14 and March 16 to discuss emergency management matters.

The hearings for the 475 Creamery Way Conditional Use and the Exton Knoll Conditional Use applications that had been continued to March 25th have been postponed. They will be rescheduled for April 8th at 6:30 p.m.

The annual egg hunt scheduled for Saturday, April 4th, has been cancelled.

PUBLIC COMMENT:

None.

CONSENT AGENDA:

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

- March 11, 2020 Minutes

- Accounts Payable Warrant Report dated March 21, 2020
- Resolution 2020-18 Disposition of Media
- Approval of Sunshine Management Extension for Submission of Final Plan

The motion was unanimously approved.

BUSINESS:

1. Resolution 2020-19 Declaration of Disaster Emergency

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to enact Resolution 2020-19 Declaration of Disaster Emergency. The motion was unanimously approved.

2. Updates on COVID-19 emergency

Mr. Turner advised that as of yesterday, March 20, 2020, all major construction projects within the Township have shut down and facilities secured. There appears to be full compliance with the shut-down order in the retail sector as of today. The Fire Company and Ambulance Companies have taken all of the necessary steps to keep their workers adequately separated, and monthly meetings and trainings have been cancelled. Enforcement on remaining closures has been delayed due to outstanding waiver requests.

Mr. Turner reported that while all pipeline operations are shut down, Sunoco has requested waivers to continue working on Coeway Lane, because of the open bore hole under Pottstown Pike, and Lisa Drive, which is a clarification that they are permitted to continue with monitoring and any necessary grouting around the operating 8" 1nd 12" pipelines.

Mr. Turner advised that as of yesterday, there are 11 cases of COVID-19 in Chester County and no cases within West Whiteland Township. At this time, there are no public testing sites in Chester County, and none are planned.

There was discussion regarding whether or not pipeline work should be allowed to continue. Ms. Santalucia suggested that the Township revoke the waiver from the Noise Ordinance if construction waivers are granted. Ms. Gleason reminded the Board that the work being done near Lisa Drive is required by the PUC as a safety precaution to ensure there are no signs of new sinkholes near the operating pipelines. Because the Governor's mitigation measures already granted an exception to allow pipeline maintenance to continue, the only pipeline construction waiver in question in West Whiteland was for Coeway Lane. After further discussion, all Board members agreed to wait and see how Governor Wolf rules on Sunoco's waiver request and revisit the matter at that time.

3. Approval of Mutual Aid Agreements with Uwchlan Township and West Goshen Township

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve Police Mutual Aid Agreements with Uwchlan Township and West Goshen Township. The motion was unanimously approved.

The Statewide Municipal Police Jurisdiction Act allows municipalities to enter into Mutual Aid Agreements when requested by the Police Chief or his designee to ensure uninterrupted police services. In response to the recent outbreak of COVID-19 virus, police departments have agreed to assist one another in the event one or more officers from these departments contracts the virus.

Mr. Pompo further explained that the law currently allows another police department to respond to an emergency or provide backup within the Township, but the Mutual Aid Agreement will authorize another police department to provide basic police services in the Township, essentially acting as if they are West Whiteland Police. Mr. Catov repeated that this would only take effect when requested by the Police Chief.

Chief Catov also noted that Officers are minimizing contact and have procedures in place. Schedules have been modified to minimize exposure among the shifts, and Personal Protection Equipment has been distributed. Uwchlan Ambulance provided N95 masks to all Officers and patrol cars are being disinfected.

4. Motion to authorize payment of recurring and necessary invoices

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to give the Township Manager and the Finance Director the authority to pay reoccurring invoices, make continuity of services payment, and make emergency payment without prior Board approval until the Township's emergency declaration is terminated. The motion was unanimously approved.

5. Staff updates

The Board of Supervisors meeting on March 25th will be cancelled the day prior unless there is another new issue to address in the next few days. The Zoning Hearing Board meeting on March 26th also will be cancelled. For now, the March 31st Planning Commission meeting and April 1st Public Services Commission meetings are still scheduled. Staff is evaluating different software options for virtual public meetings. The towing hearing has not been advertised yet but was planned for April 2nd and it will be rescheduled.

Mr. Culp arranged for an extra cleaning each week of the Township Building. Nonuniformed who will be working in the Township Building will work staggered schedules and use a Google calendar to ensure that staffing each day is kept to a minimum. Other staff are working from home. Voicemail and email are checked daily.

Ms. Jones explained that Portnoff has been delayed in mailing out delinquent notices for sewer billing as they shift to remote operation. She proposed a further pause on those delinquencies and then when collections resume to include a note that if someone has a hardship due to the Coronavirus, they should contact Portnoff to work out a payment plan. Mr. Pompo confirmed that the form and timing of collecting delinquencies is always a discretionary matter and confirmed that the Township could change its policy to defer delinquencies. It was clarified that the Township is still accepting sewer payments.

Regarding trash pickup and some residents' inability to get the WWT trash bags, Ms. Jones said the haulers were informed that for this week, they can accept trash in any kind of bag and the requirement for a WWT bag would not be enforced. She was not sure how long this will or should continue as the purchase of the bags is a source of income to the Township. Staff is working on a case by case basis for residents unable to get out to purchase WWT bags with payment made online and delivery by a Public Works employee.

Mr. Turner advised Staff to keep track of all expenses related to the Coronavirus matter for possible future reimbursement by the State or Federal government.

Mr. Otteni reported that two Public Works employees are inspecting the pump stations every other day. The monitoring system (SCADA) that was implemented in January allows staff to view what is happening at the various pump stations via an online website thus providing assurance that everything is operating as it should in between staff visits. In addition, Mr. Otteni is reaching out to adjacent municipalities to establish verbal agreements in the event of a staff shortage, for mutual sharing of employees.

Mr. Turner said volunteers are available to address unmet needs of people who cannot get out that are brought to the Township's attention during this time of emergency.

Mr. Weller reported that he and Mr. Smiley are coordinating from home and are able to send and receive plans and consultant review letters electronically. The next Planning Commission meeting is scheduled for March 31. He also advised that staff had a teleconference with representatives from PREIT, who asked again that the hearing for the Town Center District zoning ordinance amendment be postponed.

Mr. Pompo said his office is physically closed, but everyone continues to work remotely and will keep up with changes and advice accordingly.

Mr. Moses said he is in regular contact with Mr. Katzaman. Regarding the shutting down of construction projects within the Township, Mr. Moses said he has been in contact with SSM Group and the Chester County Conservation District. Contractors are required to stabilize the site temporarily. Mr. Moses will check the various sites and contact SSM/Conservation District if needed. Permit applications will continue to be reviewed and permits will be issued with the condition that construction cannot start until the Governor's order is lifted.

ADJOURNMENT

The meeting adjourned at approximately 11:00 a.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary