

**WEST WHITELAND TOWNSHIP
PUBLIC SERVICES COMMISSION
REGULAR MEETING MINUTES
April 7, 2021**

CALL TO ORDER:

The Public Services Commission regular monthly meeting was called to order at 6:36 p.m. Due to COVID-19, the meeting was held virtually via Zoom. The meeting was open to the public, and the link to join the meeting was listed on the agenda posted on the Township's website.

MEMBERS PRESENT

John Ceschan
Joe Roscioli
Tim Hubbard
Rob Hall
Janice Gottesfeld
Kevin Moore
Liz Alakszay
Brian Dakin

TOWNSHIP STAFF

Pam Gural-Bear, Assistant Township Manager
Ed Culp, Assistant Director of Public Works
Caroline O'Connor, Public Works Coordinator
Marie Guarnere, Director of Codes
Christina McGinty, Codes Administrative Assistant
Rajesh Kumbhardare, Board of Supervisors Liaison

PUBLIC COMMENT:

None.

MINUTES:

A motion was made by Mr. Dakin, seconded by Mr. Ceschan, to approve the minutes of the March 3, 2021 meeting. The motion was unanimously approved.

ANNOUNCEMENTS:

Mr. Dakin announced that Kevin Doyle has resigned his position on the Commission due to his increasing work schedule. Members thanked Mr. Doyle for his time and service.

Ms. Gottesfeld reported that the virtual Easter Egg Hunt was a big success with 125 participants. The event took place over a two-week period eliminating any inclement weather issues and allowing for social distancing. Award winners even scheduled times to meet with the Easter Bunny for pictures. Ms. Gottesfeld said great feedback was received from the public, and the event was a real team effort.

OPEN DISCUSSION:

1. Codes Update on Permitting

Marie Guarnere, Director of Codes; and Christina McGinty, Codes Administrative Assistant, were in attendance seeking feedback on the online permitting process before rolling the platform out to the public.

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Comments received from members included:

- Complaints of no final inspection/closure to a project – Ms. Guarnera said a Certificate of Work Completed will be issued to provide residents with assurance that their project has been fully completed.
- Add language to advise that fire sprinklers require a permit.
- Noting that different size sheds can require different setbacks, where can residents find this information on the website? Ms. Guarnera said currently this requires a search through the Zoning Ordinance, but a checklist is being developed that will include links to the various sections of the Ordinance to make it easier for people to find this information.
- DIYers may find the process of obtaining a permit daunting or cost restrictive. An awareness campaign focusing on the safety aspect behind the permitting process may help.
- Describe riparian buffers and explain the setbacks associated with them.
- The specific fee charged for inspections by third party agencies is not listed in the Fee Schedule. Ms. Guarnera said this refers to electrical inspections and the fee can vary by project. The exact amount is calculated during the plan review process. She did note that a flat fee of \$150 is charged for residential projects.
- Create a quick reference table for required setbacks for various projects.
- Add language that installation of fire sprinklers requires a licensed contractor - Ms. Guarnera said this will be listed on the permitting page.
- There are currently no guidelines for DIYers.
- Owners of rental properties are currently required to obtain a rental inspection when tenants change. This information will be sent out to the various HOA's within the Township.
- Operation of Air B&Bs was discussed. Ms. Guarnera said there is currently no time parameter for the tenant change rental inspection. It was questioned whether "tenant" is the correct word for someone who books a room for one night. Ms. Guarnera explained that commercial hotels are regulated under a different code that does not require rental inspection after every guest change. She will check into the short turnover experienced by Air B&Bs. A suggestion was made to limit the maximum inspections per month.
- Be very explicit in listing requirements as many people assume that if a project is not listed, a permit is not needed. Provide clear guidance and the use of "cheat sheets". Suggest a series of "How do I . . ." Ms. Gural-Bear said residents will soon be able to gain access to more information about their properties via Tracer, Chesco Views, and other digital platforms.
- Project drawings for residential projects are not currently shared with the Fire Department, but to begin the practice of doing so act as a public education incentive to get permits, rather than DIY.
- An online impervious coverage calculator will soon be available.
- Provide requirements for all possible scenarios of the various driveway extension/widening projects that people may want to do.

When the online permitting platform goes live, Ms. Gural-Bear said residents will be notified via all of the Township's social media platforms.

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Ms. Guarnera thanked Commission members for their feedback and comments and will return for further review when revisions are made. Members were encouraged to forward any further comments to Ms. Guarnera.

2. Public Works Update

Mr. Culp advised that the Exton Park project bids are in, and groundbreaking is expected to begin in May with a completion date in 2022. A groundbreaking event is currently being planned by Friends of the Parks.

Opening Day for Exton Little League is this Saturday at 10:00 a.m. at the newly completed Boot Road Park North fields.

Meters have been placed for a second round of reporting on Inflow and Infiltration.

A new roof is being put on the Burke Road Park pavilion, and signage is going up for the sunshade structures at the Boot Road Park dugout.

Members complimented the restriping done on Commerce Drive at Route 100 as well as Whiteland Woods Boulevard.

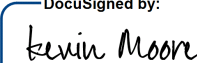
Mr. Dakin advised that the Commission will be previewing a new video on Development 101 at the May meeting.

Mr. Kumbhardare advised that the project for an additional northbound lane on Route 100 in front of the Exton Train Station is being advanced to the County's Transportation Improvement Inventory for review.

ADJOURNMENT:

Mr. Roscioli made a motion, seconded by Mr. Hubbard, to adjourn the meeting; the meeting adjourned at approximately 7:45 p.m.

Respectfully Submitted,

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Kevin Moore, Secretary