



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the Second April Meeting

April 22, 2020

1. Call to Order

Chairman Rajesh Kumbhardare called to order the second April business meeting at 6:35 p.m. He reviewed the procedure and guidelines for the meeting being held via Zoom due to Governor Wolf's stay at home order. The agenda and meeting packet are on the Township's website. 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.
- If you have technical difficulties with your computer, you can dial in using the phone number and meeting ID for the Zoom meeting on the agenda.
- There will be opportunities for public comment at the beginning of the meeting for general concerns and then again for each agenda item.
 - 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.
- Draft minutes of this meeting will be posted on the Township's website by Monday.

To confirm that all Supervisors and Staff could hear one another, Mr. Kumbhardare conducted a roll call. Those in virtual attendance included:

Theresa Santalucia, Vice-Chairman
Joshua Anderson, Member
Vince Pompo, Solicitor
Mimi Gleason, Township Manager
Pam Gural-Bear, Assistant Township Manager
Beth Jones, Finance Director
Joe Catov – Police Chief
Ted Otteni – Public Works Director
Ed Culp – Assistant Public Works Director
John Weller – Director of Planning & Zoning
Pat Layman - Minutes

ANNOUNCEMENTS:

The Board met in executive session on Monday, April 20, and prior to tonight's meeting to discuss matters of personnel.

1. Acknowledgement of Township staff and local businesses for their support during Covid-19 mitigation period

On behalf of West Whiteland Township, the Board of Supervisors wishes to thank Aire Serve of West Chester for donating facemasks. Their generosity in providing essential resources and showing their support was uplifting and deeply appreciated.

The Board of Supervisors also wishes to recognize the following Township staff for going above and beyond their usual duties during this difficult time. We value their commitment to our residents and appreciate their hard work.

- Ed Culp and Denise Serino for selling and distributing trash bags to homebound residents.
- Matt Mattia for his diligence monitoring the pump stations all day last Monday during the heavy rain event to ensure there were no issues that could lead to a sanitary sewer overflow.

PUBLIC COMMENT:

There was no public comment.

HEARINGS & PLANS:

1. Town Center District Zoning Ordinance Amendment

A public hearing was held to consider adoption of an amendment to the Zoning Ordinance to amend the regulations of the Town Center Zoning District. Mr. Pompo entered exhibits into the record, all of which are in the meeting packet posted on the website. Board members had no questions and there was no public comment. A record was taken by Court Reporter, Elaine Parrish, in virtual attendance.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to adopt the amendments to Article II and Article IV of the Township Zoning Ordinance as proposed. A roll call vote was taken, and the motion was unanimously approved.

CONSENT AGENDA:

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

- April 8, 2020 Minutes
- Accounts Payable Warrant Report
- Resolution 2020-22 Disposition of Media

A roll call vote was taken, and the motion was unanimously approved.

BUSINESS:

1. Discussion of status of capital projects and funding needs

Ms. Gleason reviewed her April 22, 2020 Memorandum. She explained that funding will be needed for the new Public Works facility. Since the issuance of bonds is an expensive process, she was seeking feedback from the Board whether they were interested in considering funding any other capital projects through the bond issuance, specifically phases of the Exton Park Master Plan and replacement of the HVAC system at the Township building. Ms. Gleason then reviewed the estimated numbers associated with each project as outlined in the General Fund Capital Improvements and Financing Plan for 2020-2030 included in the meeting packet.

Ms. Gleason explained that using State and County grants (usually in \$250,000 increments) and the Township's Open Space Fund, it will take a while to complete the Exton Park Master Plan and asked if the Board was interested in accelerating that project estimating that funding of an estimated \$1,000,000 would allow construction of the Swedesford Road Recreation Area consisting of playgrounds, dog park, restrooms, infrastructure, parking, connector trail, and landscaping; and the Existing Field Amenities to include restrooms, parking, pavilion, playgrounds, and viewing platform. Mr. Kumbhardare asked if work on the multi-use fields could be completed in the first phase, as there is demand for them and they are a source of revenue for the Township. He suggested that the multi-purpose fields be constructed with a special surface green that would allow cricket play at a national league level. Staff will look into the parameters of grants and permits already received to see if this specific use would be allowed, whether or not professional leagues are allowed to use the fields, and what infrastructure would be needed, and report back to the Board at the next meeting.

Ms. Gleason noted that the HVAC system at the Township building is ten years old and requires ongoing repairs. Replacing it with a more energy-efficient system will provide energy saving offsets in the future. The Board was in favor of including this project in the evaluation that will lead up to the bond financing.

Ms. Gleason emphasized that the final decision to move forward with a bond issuance would not be made until July. By then Staff will have more project information, cost estimates and budget forecasts to provide to the Board.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to authorize staff to refine cost estimates for the Public Works garage, Exton Park, and the HVAC system in the Municipal Building as part of the preliminary analysis for a potential debt issuance. A roll call vote was taken, and the motion was unanimously approved.

2. Approval of Submission of Grant for Electric Vehicle Chargers

Mr. Otteni said the project would not move forward unless a grant was received. Mr. Culp noted two possible locations within the parking lot that already have electricity for the charging station. Mr. Otteni explained that ChargePoint, a third-party vendor, would administer the system for credit card payments by users to reimburse the Township for the electricity used and other costs.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to direct staff to submit a grant application for the purchase and installation of an electric vehicle charging station at the Township Building parking lot.

3. Resolution 2020-23 Allowing Electronic Signatures

Mr. Kumbhardare was not in favor of the use of electronic signatures. Ms. Santalucia said she has no trouble getting to the Township building at this time when a signature is needed. Mr. Anderson was in favor of the electronic signature to reduce his exposure during the COVID-19 pandemic. Ms. Gleason said the proposed Resolution was prepared to formally document the parameters of electronic signatures should all of the Board members wish to do so. With only Mr. Anderson desiring to use electronic signature, formal documentation was not necessary. Ms. Keller will contact Mr. Anderson to arrange an electronic signature for him.

4. Authorization to Close Creamery Way

Mr. Otteni explained that the site contractor for the J Creekside development is constructing a raised, decorative pedestrian platform across Creamery Way to provide a connection between the apartment buildings on each side of the road. To ensure a long-lasting platform and decorative design, the contractor is requesting a road closure which will prohibit vehicles from tracking over the decorative asphalt while it is being applied and curing.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to allow the site contractor to close a portion of Creamery Way, between Whitford Road and Campbell Boulevard, for a period not to exceed four consecutive days between April 27 and May 1, 2020. A roll call vote was taken, and the motion was unanimously approved.

5. March Financial Report

Ms. Jones answered Board members' questions regarding the Report. She explained that higher expenses in 2020 versus 2019 was primarily due to pre-funding the Sinking Fund to ensure that bond payments were made on time during the Governor's stay at home order when Staff is working from home.

6. Township Commission Updates from Board Liaisons

Mr. Anderson reported that while the Historical Commission meeting for April was cancelled, the members did conduct a practice Zoom session and plan to meet via Zoom in May. He further reported that the Pension Advisory Board met earlier today via Zoom and heard presentations from two investment managing firms.

Mr. Kumbhardare reported that the Planning Commission reviewed the proposed Zoning Ordinance Amendment for the Town Center regulations, as well as a review of the land development plan for 475 Creamery Way.

Mr. Culp advised that the Public Services Commission conducted a virtual meeting practice via Zoom. The Sierra Club will be conducting a webinar on renewable energy for the PSC members to ready them for implementation.

7. Staff Updates

Ms. Gleason advised that the Township building will remain closed to the public until May 11. Staff is currently working out the details of how best to bring Staff back. Masks for all employees are being ordered and signage will be placed throughout the building regarding safe practices for social distancing.

Mr. Otteni asked if the Board members are agreeable to allow Road-Con, the contractor for the path from the Chester Valley Trail to Exton Train Station, to begin work on the project. Board members expressed agreement provided the contractor followed its COVID-19 safety plan for their workers.

Mr. Weller reported on a virtual meeting that Staff had with a representative from the Urban Land Institute regarding technical assistance to assist with future planning for the Exton Crossroads area of the Township.

ADJOURNMENT

The meeting adjourned at approximately 8:25 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary