



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the First May Meeting

May 13, 2020

1. Call to Order

Chairman Rajesh Kumbhardare called to order the first May 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.

Mr. Kumbhardare announced that Ms. Santalucia was unable to attend this evening due to a death in the family. To confirm that all Supervisors and Staff could hear one another, Mr. Kumbhardare conducted a roll call. Those in virtual attendance included:

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
John Weller – Director of Planning & Zoning
Pat Layman – Minutes

ANNOUNCEMENTS:

The Township building will remain closed until June 1st, except for a Red Cross Blood Drive on May 29th.

The Township Building will be used for voting on June 2nd.

The Board met in executive session on May 4th, 5th, 7th, and 8th to discuss matter of personnel and prior to tonight's meeting to discuss matters of personnel and real estate.

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 thanked the following businesses and individuals for their generous donations:

Stephen Ferrell donated PPE facemasks
Hannah & Hally Everett donated homemade PPE facemasks
The Pennsylvania Distilling Company donated 15 bottles of hand sanitizer
Layden Company donated hand sanitizer
Herr's donated 3 cartons of potato chips
Dr. Christine Meyer donated COVI-19 testing for first responders

The Board of Supervisors also recognized Township Manager Mimi Gleason for her hard work in getting the Township's business done during this difficult time.

PUBLIC COMMENT:

Several residents were in virtual attendance to ask questions and express frustrations with the Mariner East pipeline construction.

Annette Murray asked about the status of pipeline work across from the Laborer's Union property. Ms. Gleason provided an update advising that the work was allowed and was a resumption of work that began before the Governor's Stay-at-Home order. Ms. Murray asked that construction not be permitted during this time when so many residents and students are working and studying from home. Mr. Kumbhardare advised that the Township does not have the authority to stop construction. Chief Catov advised residents to call 911 should they experience issues out of the ordinary with regard to pipeline activity.

Ginny Kerslake asked about a Facebook post she had seen alleging that trees were being cut down at Lisa Drive at 3 a.m. Neither Township Staff nor Police had heard such allegation or had any knowledge regarding same.

Residents, including Bill and Cheryl Wardle, Diane Salter and David Manu, expressed frustration with the Township's response to their complaints of noise generated by pipeline construction. Mr. Kumbhardare explained that all complaints must be verified to ensure that all are treated equally. He noted that he had visited the various sites, as did Officers from the Police Department, but no noise was heard. The residents said the noise was occurring during the early morning hours between 1:00 a.m. and 4:00 a.m. and offered to provide a recording of the noise.

In response to questions from residents regarding noise waivers, Ms. Gleason described the Township's process when a waiver from the Noise Ordinance is requested. Residents asked for better communication from the Township in the future when waivers are requested.

CONSENT AGENDA:

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

- April 22, 2020 Minutes
- Accounts Payable Warrant Report

A roll call vote was taken, and the motion was approved 2-0.

BUSINESS:

1. Hiring New Police Officer

Chief Catov reviewed his Memorandum dated May 1, 2020 requesting authorization to hire Edward T. Dvorak as a Police Officer with the Township. Mr. Dvorak previously worked with Drexel University Police and the Philadelphia Housing Authority Police Department.

Mr. Kumbhardare made a motion, seconded by Mr. Anderson, to approve the hiring of Edward T. Dvorak as a police officer with the West Whiteland Township Police Department. A roll call vote was taken, and the motion was approved 2-0.

2. Approval of Investment Advisor/Custodian for pension plans

Ms. Jones reviewed her Memorandum dated May 13, 2020 outlining the process the Township followed to select a financial advisor and custodian for the Police and Non-uniformed Pension Plans, as well as the OPEB Trust. After a review of proposals received, the Pension Advisory Board recommended that the Board approve PFM Asset Management for that role.

Mr. Bikram Chadha of PFM gave a presentation providing an overview of the company, the management team that would be working with the Township, and the three-pronged approach to managing the pension plans. PFM will act in a co-fiduciary role with the Township providing transparent and frequent communication. While PFM will act as advisor, custody of the assets will be with US Bank as Custodian and Trustee, providing another layer of fiduciary responsibility.

Mr. Kumbhardare made a motion, seconded by Mr. Anderson, to adopt the Pension Advisory Board's recommendation to approve PFM Asset Management as West Whiteland Township's Investment Manager and U.S. Bank as West Whiteland's pension custodian/trustee. A roll call vote was taken, and the motion was approved 2-0.

3. Authorization for staff to work with PFM and Lamb McErlane to prepare to use bonds for capital projects

Ms. Gleason advised that the sequence of construction of amenities at Exton Park has been revised based on feedback received from the Board at the previous meeting. She explained that the Board will have future opportunities to further evaluate whether or not to finance the projects which currently include the Public Works Garage, Exton Park, and the Municipal Building HVAC System. The Board will not need to make a final decision on the amount of the bond

issuance until voting on a Parameters Ordinance, which would happen in early summer at the earliest, depending on conditions in the municipal bond market.

Mr. Anderson made a motion, seconded by Mr. Kumbhardare, to approve the appointment of PFM Financial Advisors as the Township's Financial Advisor and the firm of Lamb McErlane as Bond Counsel for a potential upcoming municipal bond issuance or other source(s) of financing. A roll call vote was taken, and the motion was approved 2-0.

4. Discussion about Act 15 Extension of Real Estate Tax Deadline

Ms. Jones recommended that the Board take no action at this time, noting that the Township already extended the discount period for payment of real estate taxes. She further explained that Act 15 provides a 30-day window from the date of enactment of that statute for the Board to act, which does not allow time for sufficient data regarding unemployment numbers and other local economic indicators to be gathered. She added that the Township property tax rate is relatively low compared to other municipalities, and if the Board were to extend the deadline and eliminate the fees/penalties for the entire year, the amount an individual property owner could save would be small. The Board took no action.

5. Township Commission Updates from Board Liaisons

Mr. Kumbhardare reported that the Planning Commission worked with staff to revise questions for the application to be submitted to the Urban League Institute for a study of the Exton Crossroads. The full application will be presented to the Board for approval at a future meeting.

Mr. Anderson said the actual field survey of historical resources has been on hold during the COVID-19 pandemic, but it is hoped that field work can begin in June. The Historical Commission reviewed a Sketch Plan for 104 single-family homes on the Weston tract. The Commission urged the Applicant retain the several historic structures on the site, reduce the proposed density, and increase open space around the historic structures to maintain their historical integrity. Mr. Weller added that the proposed plan would require a zoning amendment and will be reviewed by the Planning Commission on June 16.

6. Staff Updates

Ms. Gleason reported that staff began incrementally returning to work at the Township building on Monday by increasing in-person hours. Many continue to work the rest of their hours from home. Procedures for safe distancing are being practiced while working in-person.

Mr. Otteni advised that the path from the Chester Valley Trail to the Exton Train Station is well underway. The portion from Bartlett to the Train Station is expected to be completed by early June with the remaining phase from the Chester Valley Trail to Bartlett being completed by mid-July.

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ADJOURNMENT

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

Respectfully submitted,



Mimi Gleason
Recording Secretary