



WEST WHITELAND TOWNSHIP BOARD OF SUPERVISORS

BUSINESS MEETING

Minutes of the First June Meeting

June 12, 2019

1. Call to Order

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

Michele Moll	-	Vice-Chairman
Beth Jones	-	Member
Mimi Gleason	-	Township Manager
Pam Gural-Bear	-	Assistant Township Manager
John Weller	-	Planning & Zoning Director
Ted Otteni	-	Public Works Director
Joseph Catov	-	Police Chief
Amy Heinrich	-	Finance Director
Mark Moses	-	Codes Director
Vince Pompo	-	Solicitor

ANNOUNCEMENTS:

The Board of Supervisors met in executive session on May 28, June 10, and prior to tonight's meeting to discuss matters of litigation and personnel.

The Summer Concert Series at Miller Park kicks off on June 16 at 6:30 p.m. with the music of country artist Rob Snyder.

Recognition of the Albert P. Greenleaf "Outstanding Volunteer" Laird Duncan – this matter was tabled due to Mr. Duncan's inability to attend.

Employee Service Awards. The Board of Supervisors recognized the following employees for their service to the Township:

Katie Pusey – 5-year award. Katie is a graduate of Gettysburg College with a strong business and professional marketing background. She oversees the various forms of social media utilized by the Township including the website, newsletter, and Facebook. She has proved to be a tremendous asset in the area of Public Information. She implemented an on-line facility reservation system that allows residents to reserve Township facilities at their convenience 24 hours a day, seven days a week.

George Hook – 30-year award. George began his career with the Township in 1989 as a member of the Road Division. He quickly transferred to the Utility Division where he continues to serve. He was promoted to Utility Superintendent in 2011, and in May of this year was promoted to Project Manager for special projects pertaining to the sewer system. George is

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dedicated and passionate about the maintenance of the Township's sewer system which includes 100 miles of underground sewer pipes, 2800 manholes, and 5 pump stations. George is exceptionally well versed in the electrical and mechanical systems, as well as the regulatory policies, to keep the Township in compliance with State and Federal regulations.

Lori Popolizio – 5-year award. Lori is a hard-working member of the Finance Department. She handles all of the sewer billing and accounts receivable processes, as well as all of the banking activity for the Township. She is a great asset interacting with residents and vendors.

Joseph D'Andrea - 15-year award. Officer D'Andrea was hired in 2004 as a member of the Police Patrol Division. He is the only Officer in the Township certified in the Carrier Assistance Program, responsible for the inspection of commercial vehicles. Officer D'Andrea also serves as Officer in Charge and assists with the supervision of the Patrol Units in the Sergeant's absence.

Jon Stewart – 15-year award. Officer Stewart was hired for the Patrol Division in 2004. He currently administrates the Department's Safe Driving Grant provided by the County through PennDOT. He is instrumental in enforcing speed limits and seatbelt laws, and consistently participates in the Aggressive Driving Enforcement Program.

Robert Malarick – 5-year award. Officer Malarick was hired in 2014 as a member of the Patrol Division. He is the Department's newest representative to the West Chester Regional Emergency Response Team. He also serves as a member of the Police Bicycle Unit, Officer in Charge, and Field Training Officer responsible for training new officers.

Thank you all for your dedicated service to the Township and its residents!

PUBLIC COMMENT:

None.

CONSENT:

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

- May 22, 2019 Minutes
- Accounts Payable Warrant Report dated June 12, 2019
- Resolution 2019-20 Disposition of Media

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

HEARINGS & PLANS

1. Capitol Senior Housing - Final Land Development

The land development application of CSH Exton, LLC is for construction of a 3-story, 99-bed assisted living facility on a 4-acre lot in the Oaklands Corporate Center. Mr. Weller reviewed his June 7, 2019 Memorandum. Conditional use approval was previously granted by the Board on February 13, 2019. The Township Planning Commission reviewed the land development plan

on April 2, 2019, and unanimously passed a motion recommending approval by the Board of Supervisors with three conditions which have since been resolved. Those conditions include the design of the crosswalk, circulation of fire trucks, and outstanding invoices to be paid from the Conditional Use process.

Neal Camens, of Chester Valley Engineers, was in attendance on behalf of the Applicant. He said outstanding concerns have been addressed with Township staff and Traffic Planning & Design and showed the revisions made to the crosswalk design.

Ms. Jones made a motion, seconded by Ms. Moll, to approve the "CSH Exton, LLC / Oaklands Business Park (Lot 1)" land development plan as depicted on the 30-sheet plan set prepared by Chester Valley Engineers, Inc. and Longstone Gardens dated February 21, 2019 subject to waivers and condition nos. 1-15 noted on pages 1-3 of Mr. Weller's June 7, 2019 Memorandum with modification to condition no. 11 to read "... the Applicant shall modify the curb line near the entrance drive to better accommodate fire-fighting equipment pursuant to Traffic Planning & Design analysis of June 11, 2019. Also, condition no. 16 shall be added to read: "The design of the crosswalk across Oaklands Boulevard shall be modified pursuant to the presentation at the Board of Supervisors meeting of June 12, 2019." Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

2. Resolution 2019-21 Adopting Bicycle and Pedestrian Plan as amendment to the Comprehensive Plan

A public hearing was held to consider adoption of the Bicycle and Pedestrian Plan as an amendment to the Township's Comprehensive Plan. Mr. Smiley reviewed his Memorandum dated June 7, 2019. A stenographic record was taken by Court Reporter Elaine Parrish.

Ms. Jones made a motion, seconded by Ms. Moll, to adopt Resolution 2019-21 amending the Township's Comprehensive Plan to include the Bicycle and Pedestrian Plan. Ms. Santalucia called for public comment. There being no further comment, the motion was unanimously approved.

BUSINESS:

1. Township Commission Updates – Updates from Board Liaisons

There were no new updates from Board liaisons.

2. Resolution 2019-22 – Grant Application for "History of West Whiteland" update

Mr. Smiley reviewed his Memorandum dated June 7, 2019.

Ms. Moll made a motion, seconded by Ms. Jones, to adopt Resolution 2019-22 authorizing staff to apply for a \$30,000 Vision Partnership Program grant to update the Historic Sites Survey and committing \$13,900 from the Historical Commission bequest and \$8,000 from the General Fund as the local match. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

Ms. Heinrich asked about the timing of the expenditures to determine if a formal budget amendment will be needed. Mr. Smiley said he expected a grant decision in October or November of this year with implementation in 2020.

3. Exton Park Fundraising Feasibility Study Discussion

Ms. Gural-Bear reviewed her Memorandum dated June 5, 2019. Results of the Feasibility Study conducted by Schultz and Williams showed that while the community supports development of Exton Park, there was not enough support for private fundraising to allow the Park to developed sooner. Staff will provide the Board with possible alternatives for park funding in the next few months.

Phase 1 of the Park development is currently funded and will begin this Fall. Amenities in Phase 1 include the paved parking area, restrooms, dog park and one of two proposed playgrounds.

4. Approval of Policies for Police Department

Chief Catov reviewed his Memorandum dated June 3, 2019, noting that policies are reviewed on an annual basis to comply with new regulations. Ms. Jones requested that the title of the policy "Emotionally Disturbed Persons" be revised to better reflect the policy's intent.

Ms. Jones made a motion, seconded by Ms. Moll, to approve the police policies for Domestic Violence Response, Selection and Hiring, and Emotionally Disturbed Persons authorizing Chief Catov to revise the title of the policy as discussed. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

5. Award of Custodial Services Contract

Ms. Gleason reviewed Denise Serino's Memorandum dated May 30, 2019.

Ms. Jones made a motion, seconded by Ms. Moll, to award the Custodial Services Contract for a three-year period (August 2019 – July 2022) to the low bidder, CNS Building Services in the amount of \$22,440 each year of service, and to authorize the Township Manager to execute the Independent Services Agreement, subject to receipt of the required Insurance and any outstanding bid documents. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

6. Award of 2019 Roadwork

Mr. Otteni reviewed his June 5, 2019 Memorandum.

Ms. Moll made a motion, seconded by Ms. Jones, to award the 2019 Roadway Paving Program contract to the low bidder, Glasgow, Inc., in the amount of \$236,220, pending review of document submittals. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

7. Authorization to Advertise Open Burning Ordinance

Mr. Moses' reviewed and discussed his Memorandum dated June 6, 2019 with the Board. He explained that the Township's previous regulations on open burning were removed from the code as part of an amendment to take specific fees out of the code and instead adopt each year by resolution. Specific requirements regulating open burning need to be added for enforcement. The proposed amendment would allow the Code staff to issue permits for special circumstances and allow for the use of professionally manufactured fire pits. There was a question about propane appliances. Mr. Moses said propane appliances were addressed in the Mechanical Code. After discussion, it was recommended that firepits with propane should be added to the proposed amendment as an exemption.

Ms. Jones made a motion, seconded by Ms. Moll to authorize advertisement of an ordinance regulating open burning in West Whiteland Township with clarification of language as discussed. Ms. Santalucia called for public comment and there were none.

8. Authorization for Road Closure for Community Day on July 13th

Ms. Moll made a motion, seconded by Ms. Jones, to authorize temporary road closures of Church Farm Lane from 12 p.m. to 10 p.m. and E. Swedesford Road between Ship Road and Valley Creek Boulevard from 8 p.m. to 10 p.m. for the Community Day, Concert and Fireworks at Exton Park on Saturday, July 13th, with a rain date of July 14th if necessary. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

9. Staff Updates - Recap of 2018 Sewer Billing Changes

Ms. Heinrich reported that the new sewer billing system has been implemented and 5700 sewer bills have been mailed out. With the new system, the Township now offers the options of paying by credit card, ACH withdrawal pulled by the Township, bank electronic payments pushed by the homeowner or by mail to the lockbox. The Township covers the fee for those who choose to pay their bill by credit card, just as retailers and other vendors do. The auto-pay feature is new with 650 automated payments received to date. The new installment payment options are resulting in less accounts going to collections with Portnoff.

With PennDOT announcing the closure of Boot Road from June 24 through end of August, more than 13,000 cars per day will be searching for alternative routes. Chief Catov expects Kirkland Avenue and Pullman Drive to be the most affected. The Exton Station community has been notified and extra police presence and speed boards will be deployed to help the situation.

ADJOURNMENT:

The meeting adjourned at approximately 7:45 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary