



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the Second June Meeting

June 26, 2019

1. Call to Order

Chairwoman Theresa Santalucia called to order the second 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
Ed Culp	-	Public Works Assistant Director
Joseph Catov	-	Police Chief
Amy Heinrich	-	Finance Director
Vince Pompo	-	Solicitor

ANNOUNCEMENTS:

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of litigation.

The Summer Concert Series at Miller Park continues with the music of Lights Out on Sunday, June 30th at 6:30 p.m.

Community Day is scheduled for Saturday, July 13th at 4:00 p.m. at Exton Park, including a concert by Deja Blue followed by fireworks at dark.

There will be a Renewable Energy Public Workshop on Thursday, July 11th at 6:00 p.m. at the Township Building.

The Township building will be closed on July 4th in observance of Independence Day.

The Board of Supervisors presented Laird Duncan with the Albert P. Greenleaf "Outstanding Volunteer" award in recognition of his many years of service and dedication to the Township. As member, and often Chairman, of the Municipal Authority, Municipal Services Commission, and Pension Advisory Board, Laird helped to improve Township services and finances. He began his volunteer service as a member of the Municipal Authority in 1982, served many years on the Municipal Services Commission until his resignation in 2017, and has served on the Pension Advisory Board since 2009. His strong financial background and business sense has helped guide the Township in successfully managing municipal sewer operations. As a financial advisor, Laird was invaluable in assuring that the Police and Non-uniformed pension

plans are well funded. Thank you, Laird, for almost four decades of service and leadership to the Township.

PUBLIC COMMENT:

None.

CONSENT:

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

- June 12, 2019 Minutes
- Accounts Payable Warrant Report dated June 26, 2019
- Resolution 2019-23 Disposition of Media

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

BUSINESS:

1. Township Commission Updates – Updates from Board Liaisons

Ms. Jones made a motion, seconded by Ms. Moll, to appoint Julie Bauer to a position on the Historical Commission. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

2. Authorization to Advertise Official Map and Ordinance Amendment

Mr. Weller reviewed Mr. Smiley's Memorandum dated June 21, 2019.

Ms. Jones made a motion, seconded by Ms. Moll, to direct Staff to initiate the Municipalities Planning Code review process and advertise for a public hearing to consider adoption of the Official Map and Ordinance amendment. Ms. Santalucia called for public comment and there were none.

3. Resolution for CMAQ Grant for Route 100 Widening

Reviewing her Memorandum dated June 21, 2019, Ms. Gleason advised that PennDOT has agreed to apply for a federal Congestion Mitigation Air Quality (CMAQ) grant for \$1.275 million to fund preliminary engineering, environmental clearance, final design and utility relocation for the addition of a third northbound lane to Route 100 in the vicinity of the Exton Train Station. It is expected that the process will take about five years, which time will be used to secure funding needed for construction of the additional lane.

4. Update on WCACOG Clean Energy Plan

Ms. Gleason advised that that the West Chester Area Council of Governments (WCACOG) has begun work with Cadmus to develop a regional renewable energy plan. The goal of the plan is for the West Chester community to work together to achieve 100% renewable electricity by

2035 and 100% renewable energy by 2050. The plan is expected to be completed in October when implementation will begin.

A public workshop has been scheduled for July 11 at the West Whiteland Township building. All residents of WCACOG municipalities are encouraged to attend. The first goal is to identify community priorities regarding clean energy; second is to define potential successful outcomes; and third is to identify possible obstacles to successful implementation. Public input is important, and there is a link to registration for the public meeting on the Township's website.

5. Response to PHFA letter

The Township recently received a letter from the Pennsylvania Housing Finance Agency (PHFA) regarding a project to be proposed at 198 Sunrise Boulevard consisting of 70-75 units of age-restricted apartments, a portion of which would be designated as affordable. PHFA has asked the Township to comment on the application. Staff drafted a response letter noting that, while no detailed plans have been submitted for review, the concept plan appears generally consistent with Township regulations and the Township has no objection to affordable housing. The Board agreed to send the letter as drafted by Staff.

6. Approval of Policies for Police Department

Chief Catov reviewed his Memorandum dated June 26, 2019, explaining the Emergency Response Team and Evidence and Property Control policies. Ms. Moll asked about standardizing storage. Chief Catov noted that different types of evidence require different types of storage. He further explained the security process followed for all evidence.

Ms. Jones made a motion, seconded by Ms. Moll, to approve the police policies for Emergency Response Team and Evidence and Property Control. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

7. CIPP Award Recommendation

Mr. Otteni reviewed his Memorandum dated June 18, 2019.

Ms. Moll made a motion, seconded by Ms. Jones, to award the Cured-in-Place Pipe Repair & Manhole Rehabilitation Project contract to the low bidder, Standard Pipe Services, LLC, in the amount of \$260,525, pending review of document submittals. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

8. Community Contributions Request for Proposals

In response to a request from the Board of Supervisors, Staff developed a questionnaire for organizations to complete seeking contributions from the Township. Ms. Gleason asked Board members for their feedback on the draft questionnaire. Ms. Moll had the following recommendations: the form should state that the organization must be a 501(c)(3) organization; for program-specific requests, outcomes should be described along with a method of measuring outcome and a specific program budget, as well as the organization budget should be provided. Ms. Moll said she would not require fire or ambulance organizations to submit the form unless it

is for a special project that they want funded, and Ms. Santalucia and Ms. Jones agreed. Further discussion involved a need to determine a maximum amount given and a notice to organizations currently receiving Township contributions of the new procedure. Ms. Moll suggested a “no solicitations – by invitation only” process to ensure the Township is not inundated with requests and receive only requests from organizations that provide services to the residents.

9. Approval of Lien Removal Request

Reviewing her Memorandum dated June 20, 2019, Ms. Heinrich explained that Parcel 41-5-150T was previously a mobile home in Gilbert’s Mobile Home Park. The mobile home has been removed and the parcel is no longer valid. Chester County has exonerated their portion of the lien, and the Chester County Tax Claim Bureau is asking that West Whiteland do the same.

Ms. Moll made a motion, seconded by Ms. Jones, to exonerate the real estate property tax lien from tax year 2018 for parcel 4105 0000150T for an amount no greater than \$5.00. Ms. Santalucia called for public comment and there were none. The motion was unanimously approved.

10. May Financial Report

Ms. Heinrich presented the financial report for the month of May. Longer term forecasts will be provided in late July. She noted that estimated earned income tax is included for all approved developments, along with estimated completion dates and estimated timing of receipt of income.

Ms. Jones requested that a column be added to future reports indicating the total amount budgeted for the entire year.

11. Staff Updates

Mr. Culp reported that the boxwoods in the Township parking lots have not fared well, and particularly are incompatible snow and salt deposits from winter clearing. A new landscaping plan was developed, and work is expected to begin on Saturday, June 29. Mr. Culp provided a rendering of the basic landscape design consisting of grasses and perennials that will add more color and be more tolerant to salt.

Mr. Otteni advised that traffic appears to be moving smoothly with the closure of the Boot Road bridge over Route 100. The PennDOT detour via Route 322 is in place, although many drivers are using Kirkland Avenue. The Township has proactively posted “no trucks” and speed signs on Kirkland Avenue and Pullman Drive. The detour is expected to be in place through the end of August.

Mr. Otteni advised that PennDOT has been notified of the rocks (rip rap) washing into the road in the area of Ship Road and Constitution Drive. He further reported that the speed bumps on the Waterloo Boulevard extension will be removed when the new paving is done, which he estimates should be completed within three weeks.

Minutes of First June Business Meeting
June 26, 2019

Mr. Otteni reported that a rusted storm pipe collapsed causing flooding to a home on Greentree Lane. Within 24 hours, the Public Works team had the pipe replaced. The Board thanked Mr. Culp, Mr. Shirk, and the entire Public Works Department for their quick response.

Mr. Otteni described a flooding problem in the vicinity of Tapestry Circle. The area has had a history of flooding caused by steep slopes and the stormwater management practices commonly used when the area was developed years ago, which are less effective than would be required today. Environmental and land constraints make mitigation difficult, but installation of a bigger pipe and a distilling basin will help to better catch the stormwater.

ADJOURNMENT:

The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary