



**WEST WHITELAND TOWNSHIP  
BOARD OF SUPERVISORS**

**BUSINESS MEETING**

Minutes of the First July Meeting

July 8, 2020

**1. Call to Order**

Chairman Rajesh Kumbhardare called to order the first July business meeting at 6:35 p.m. He reviewed the procedure and guidelines for the meeting being held via Zoom due to COVID-19 pandemic. 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.
- There will be opportunities for public comment at the beginning of the meeting for general concerns. A 30-minute time frame will be allowed for all public comment. Residents are encouraged to e-mail with any questions not answered.
  - 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.
  - Preference will be given to Township residents, and all speakers are asked to keep a respectful tone.

Those in attendance in addition to Mr. Kumbhardare were:

Theresa Santalucia, Vice-Chairman  
Joshua Anderson, Supervisor  
Vince Pompo, Solicitor  
Mimi Gleason, Township Manager  
Pam Gural-Bear, Assistant Township Manager  
Beth Jones, Finance Director  
Lee Benson – Police Chief  
Ted Otteni – Public Works Director  
Mark Moses – Director of Codes  
John Weller – Director of Planning & Zoning  
Pat Layman – Minutes

**ANNOUNCEMENTS:**

The Board met in executive session on July 3, 2020 and prior to tonight's meeting to discuss matters of litigation and personnel.

There will be a resident yard debris drop off at the Public Works garage (222 N. Pottstown Pike), Saturday, July 18, between the hours of 8:00 a.m. and 12:00 p.m.

**RECOGNITION OF CONTRIBUTIONS AND SERVICE:**

A moment of silence was observed in memory of West Whiteland Building Inspector, Dave Katzaman, who passed away on June 30. Dave served the Township for 30 years. Mr. Moses and Ms. Gleason shared their memories of Dave who was very knowledgeable with a great memory and always a joy to work with. His passing will leave a huge void in the Township's Code Department.

The Board of Supervisors acknowledged and thanked Sri Mukkamala for his donations of surgical masks and gloves during the Covid-19 mitigation period.

The Board expressed their appreciation for the extra time and thoughtful effort by the volunteers on the Township's Planning Commission during recent months of full agendas and online meetings.

**PUBLIC COMMENT:**

None.

**CONSENT AGENDA:**

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

- Minutes of June 24, 2020, as amended
- Accounts Payable Warrant Report
- Resolution 2020-30 Disposition of Media

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

**BUSINESS:**

**1. Adoption of Parameters Ordinance (2020-456) and Reimbursement Resolution (2020-31)**

Ms. Jones introduced Chris Bamber of PFM Management who reviewed the Parameters Ordinance related to a bond issue to refinance approximately \$2.5 million in existing debt and new money in the estimated amount of \$7 million for capital projects to include construction of a new Public Works facility, Exton Park development, and replacement of the existing HVAC system at the Township building. Mr. Bamber explained that the Parameters Ordinance authorizes action to move forward setting a maximum amount to be borrowed and a maximum interest rate. Bonds will be priced on July 21, and the interest rate will be locked in at that time with the proceeds becoming available on or about August 25. Mr. Bamber noted that the Township still maintains its Aaa Moody's bond rating which will be beneficial in the competitive internet auction.

Bond Counsel, Tim O'Neill, then explained that the Parameters Ordinance is designed to cover state and federal regulations pertaining to the issuance of tax-exempt bonds. Federal law prohibits borrowing more than what is expected to be needed to avoid arbitrage and requires the filing of updated financial statements every year. The law also requires that the Township expects to spend 5% of the proceeds within 6 months and 85% within the first 3 years. Ms. Gleason said the Township will meet these requirements with the design costs for the Public Works facility and bidding of the Exton Park project ready to go. Mr. O'Neill explained that the Reimbursement Resolution allows for reimbursement from bond proceeds for projects expenses already paid.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to approve the Parameters Ordinance 2020-456. Mr. Kumbhardare called for public comment, and there were none. A roll call vote was taken as required for a Parameters Ordinance.

Rajesh Kumbhardare - aye  
Theresa Santalucia - aye  
Joshua Anderson - aye

The motion was unanimously approved.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to approve Resolution 2020-31, and the estimated portion of capital project costs to be paid from bond proceeds as listed in Beth Jones' Memorandum dated July 8, 2020. Mr. Kumbhardare called for public comment, and there were none. A roll call vote was taken, and the motion was unanimously approved.

## **2. Approval of Policies for Police Department**

Chief Benson reviewed his Memorandum dated July 2, 2020, noting the revisions made to the policies following accreditation standards.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the following policies for inclusion in the West Whiteland Township Police Policy and Procedure Manual:

- Juvenile Offenders
- Mobile Fingerprint Identification Device
- Oath of Office and Legal Authority
- Vehicle Operation and Call Response

Mr. Kumbhardare called for public comment, and there were none. A roll call vote was taken, and the motion was unanimously approved.

## **3. Approval of Covid-19 Reimbursement Form (PEMA-DAP-1)**

Ms. Jones reviewed her Memorandum dated July 8, 2020, noting that the Township has tracked over \$8,000 in expenses related to the Covid pandemic that may be eligible for reimbursement from PEMA.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the Designation of Agent Resolution associated with the Township's grant application for Covid-19 emergency assistance from PEMA. Mr. Kumbhardare called for public comment, and there were none. A roll call vote was taken, and the motion was unanimously approved.

**4. Approval of Chester County Grant for Exton Park**

Mr. Otteni explained that the County awarded a grant at the time that Exton Park was acquired in the amount of \$500,000 for development of the park. The Township received \$250,000 when the athletic fields were constructed several years ago. With the Township ready to bid the Phase I project, it is seeking release of the remaining \$250,000 from the grant.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve Resolution 2020-32 authorizing the Township Manager to sign and submit the associated documents and forms for the Chester County Municipal Grant Program, to authorize the release of \$250,000 committed to the Township by the Chester County commissioners and to authorize the signature of the "Round 32 Grant Contract" from Chester County. Mr. Kumbhardare called for public comment, and there were none. A roll call vote was taken, and the motion was unanimously approved.

**5. Township Commission Updates from Board Liaisons**

Ms. Santalucia reported that the West Chester Area Council of Governments is exploring next steps to prepare an RFP for a power purchase agreement. They will reach out to the University of Pennsylvania which recently completed a power purchase agreement.

Mr. Anderson noted that the Historical Commission will meet on July 13 and the Pension Advisory Board will meet on July 22.

Mr. Kumbhardare reported that the Planning Commission meeting for June 30 was cancelled when the Applicant withdrew from the agenda.

**6. Staff Updates**

Mr. Otteni requested permission to close a portion of Sunrise Boulevard to safely perform repairs to decorative pavers. Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to allow the Public Works Department to close a portion of Sunrise Boulevard for two days on or about July 20 to repair decorative pavers. A roll call vote was taken, and the motion was unanimously approved.

Ms. Gleason reported that COVID protocol for employees has been updated in accordance with State guidelines to require working from home for 14 days upon return from travel to certain states.

**ADJOURNMENT**

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

Respectfully submitted,

  
Mimi Gleason  
Recording Secretary