

**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the First January Meeting

January 2, 2018

1. Call to Order

Chairwoman Theresa Santalucia called to order the first January business meeting at 6:45 p.m. Those present besides Ms. Santalucia were as follows:

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

The Township building will be closed on Monday, January 15, in observance of Martin Luther King Day.

Ms. Santalucia announced that the Board met in executive session on December 20th, 22nd, 29th, and today, January 2, to discuss matter of personnel.

PUBLIC COMMENT:

None.

BUSINESS:

1. Acceptance of Supervisor Resignation

Mr. Pompo explained that the Township received Dr. Denham's resignation on December 19, 2017 via e-mail. Under the Second Class Township Code, the Board has a period of time to accept the resignation and declare the office vacant and proceed with filling the vacancy. Ms. Santalucia said the Board will review the resumes submitted in November for the previous vacancy and will likely make an appointment at the January 24th public meeting.

Ms. Moll made a motion, seconded by Ms. Santalucia to accept the resignation of Joseph Denham from the office of Supervisor of West Whiteland Township. Ms. Santalucia called for public comment. Several residents questioned why the Board was accepting the resignation now, noting that it has 45 days to accept the resignation and a 30-day period after to appoint someone

to fill the vacancy. Others supported accepting the resignation now, noting that it has been several weeks since the resignation was made and it makes sense to accept it at this time.

Ms. Santalucia said those who previously applied to become a Supervisor were already interviewed at a public meeting held the Saturday after Election Day. If any of them are still interested, a decision could be made from those candidates. However, the Board also agreed to accept additional resumes to be submitted by e-mail to Mimi Gleason at mgleason@westwhiteland.org by Monday, January 8, 2018. Mr. Pompo explained that to be eligible to become a Supervisor, one must have been a resident of West Whiteland Township for at least one year and a registered voter. The notice seeking candidates will be placed on the Township's website.

Mr. Pompo was asked what mechanism was in place if the Board of Supervisors cannot agree on a replacement and there still is no one on the Vacancy Board. Mr. Pompo said if the Board cannot agree after the 30-day period has passed, then there is a 15-day period for the Vacancy Board to make a decision. The Vacancy Board consists of the two Supervisors and the Vacancy Chair, which position is presently vacant. After that 15-day period, if the Vacancy Board cannot come to a decision, then the Township may petition the Court of Common Pleas to appoint someone to the position of Supervisor.

Ms. Moll said she sees no reason to delay acceptance of the resignation. Ms. Gleason added that much Township business has already been put on hold waiting for the new Board, and it would help to make the appointment sooner than later. Ms. Santalucia said she has heard everyone's point of view and understands it, but feels to delay acceptance of the resignation only stagnates the situation more.

Ms. Santalucia made a motion, seconded by Ms. Moll, to accept the resignation of Joseph Denham from the office of Township Supervisor. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

2. Approval of Minutes

Ms. Santalucia made a motion, seconded by Ms. Moll, to approve the December 13, 2017 minutes, and the December 22, 2017 minutes. Ms. Santalucia called for public comment. There being no further comment, the motion was approved 2-0.

3. Award of Traffic Signal Installation – Keva Dr/Lincoln Hwy Bid

Mr. Otteni explained that as part of the development of Keva Flats apartment complex, it was agreed that the Township would pay for the traffic signal improvements. The project was bid and prices received were lower than estimated.

Ms. Moll made a motion, seconded by Ms. Santalucia, to award the Traffic Signal Installation at Lincoln Highway and Keva Drive to the low bidder, Charles A. Higgins Sons, Inc., in the amount of \$204,415.65 and authorize use of liquid fuels funding to pay for all of the cost. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

4. Award Contract for Lawn Maintenance

Mr. Ottenti reviewed the December 2, 2017 Memorandum and explained that every three years the Township bids on services for lawn maintenance/mowing. Five bids were received, and reference checks on the lowest bidder were good.

Ms. Santalucia made a motion, seconded by Ms. Moll, to award the Lawn Maintenance Contract for a three-year period to the low bidder, T's Morris Landscaping, Inc., in the amount of \$1,440 for each mowing of the nine services areas and \$1,250 for each cutting of the twelve rights of way/sewer easements, 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 approved 2-0.

5. Authorization for Keystone Collections Group to Collect Real Estate Tax

Ms. Gleason explained that prior to this evening, it was not known if there would be a vacancy in the Tax Collector position, and since tax bills need to be mailed the first of February, a provision was set up to allow Keystone Collections Group to collect the taxes. With tonight's swearing-in of Kim Rossi as Tax Collector, Ms. Gleason asked that the Board still move forward and authorize the agreement with Keystone contingent upon Kim Rossi deputizing Keystone to collect the taxes.

Ms. Moll made a motion to authorize an agreement with Keystone Collections Group to collect the real estate taxes in the event the Tax Collector deputizes them. Joe Altimari asked about the fee if Keystone collects the taxes. Ms. Gleason said the cost to outsource is \$400 more than last year when the elected Tax Collector collected the taxes, because the Township then paid for printing, use of software, mailing, etc. However, that does not include the cost of paying the tax collector's salary if the service is outsourced. There being no further comment, the motion was approved 2-0.

6. Accounts Payable Warrant Report

Ms. Heinrich said at every board meeting a warrant report listing all checks and payments made by the Township is presented to the Board for approval.

Ms. Santalucia made a motion, seconded by Ms. Moll, to approve the Accounts Payable Warrant Report. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

7. Resolution 2018-06 Disposition of Media

Ms. Gleason explained that the memory card that is used to record the Board of Supervisors meeting for use in preparing the minutes is considered a municipal record, and as

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such requires a resolution of the governing body before disposing of same for use at another meeting.

Ms. Moll made a motion, seconded by Ms. Santalucia, to approve Resolution 2018-06 for disposition of media. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

ADJOURNMENT

The meeting adjourned at approximately 7:15 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary