

**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING

Minutes of the January Organization Meeting

January 2, 2018

ORGANIZATION

Call to Order

The January Organization meeting of the West Whiteland Township Board of Supervisors was called to order by Michele Moll, at 6:30 p.m. Those present besides Ms. Moll were as follows:

Theresa Santalucia	-	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

Swearing in

The Honorable John R. Bailey administered the oath of office to newly-elected Supervisor, Theresa Santalucia; re-elected Auditor, Edward Auble; and Kim Rossi, newly-elected Tax Collector.

1. Election of Chairman and Vice-Chairman of Board of Supervisors

Ms. Moll made a motion, seconded by Ms. Santalucia, to appoint Theresa Santalucia as Chairman of the Board of Supervisors. The motion was approved 2-0.

Ms. Santalucia made a motion, seconded by Ms. Moll, to appoint Michele Moll as Vice-Chairman of the Board of Supervisors. The motion was approved 2-0.

2. Appointments

a. Staff

Ms. Santalucia made a motion, seconded by Ms. Moll, to approve the following staff appointments:

Secretary	Mimi Gleason
Assistant Secretary	Pam Gural-Bear
Treasurer	Amy Heinrich

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Pension Administrator	Mimi Gleason
Zoning Officer	John Weller
Assistant Zoning Officer	Mark Moses
Assistant Zoning Officer	Duane Brady
Open Records Officer (Administration)	Mimi Gleason
Deputy Open Records Officer (Administration)	Pat Layman
Open Records Officer (Police)	Joseph Catov
Deputy Open Records Officer (Police)	Yvette Johnson

Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

b. Consultants

Ms. Moll made a motion, seconded by Ms. Santalucia, to approve the following appointments for consultants for plan reviews, inspections and Township projects:

Solicitor (General)	Lamb McErlane
Solicitor (Zoning Hearing Board)	Gawthrop Greenwood, PC
Township Engineer	SSM Group
Sanitary Sewer Engineer	Remington, Vernick & Beach
Traffic Engineer	Traffic Planning & Design
Planning Consultant	Theurkauf Design & Planning
Historical Commission Consultant	Commonwealth Heritage Group
Third-Party Electrical Consultant	United Inspection Agency
Third-Party Inspection & Plan Review	Barry Isett & Associates

Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

c. Fire Marshals

Ms. Santalucia made a motion, seconded by Ms. Moll, to make the following Fire Marshal appointments:

Fire Marshal	Mark Moses
Assistant Fire Marshal	David Katzaman
Assistant Fire Marshal	Kevin Miller
Assistant Fire Marshal	George Turner
Assistant Fire Marshal	Duane Brady

Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

d. Emergency Management

Ms. Moll made a motion, seconded by Ms. Santalucia, to make the following Emergency Management appointments:

Emergency Management Coordinator	Duane Brady
Assistant Emergency Management Coordinator	George Turner

Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

e. Board Representatives

Ms. Moll made a motion, seconded by Ms. Santalucia, to appoint Theresa Santalucia as the primary Board representative and herself as the alternate representative to the West Chester Area Council of Governments. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

Ms. Moll made a motion, seconded by Ms. Santalucia, to appoint Theresa Santalucia as the Board representative to the Chester County Association of Township Officials. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

Ms. Santalucia made a motion, seconded by Ms. Moll, to appoint Mimi Gleason as the primary voting delegate and Amy Heinrich as the alternate voting delegate to the Chester County Tax Collection Committee. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

f. Board and Commission appointments

Ms. Moll made a motion, seconded by Ms. Santalucia, to approve the following appointments to Township Boards and Commissions:

Public Services Commission

Kevin Doyle and Kevin Moore to the Public Services Commission for 4-year terms ending 12/31/2021.

Planning Commission

Andy Wright and Rajesh Kumbhardare to the Planning Commission for 4-year terms ending 12/31/2021.

Historical Commission

Joshua Anderson to the Historical Commission to fill the final year of a 5-year term ending 12/31/2018, and Joseph McCormick to a 5-year term on the Historical Commission ending 12/31/2022.

Pension Advisory Board

Laird Duncan and Chris Pettia to the Pension Advisory Board for 3-year terms ending 12/31/2020.

Downingtown Area Regional Authority

Joe Roscioli as the Township Representative on the Downingtown Area Regional Authority for a 5-year term ending 12/31/2022.

Friends of the Parks – Township Directors

Marguerite Dube, Pam Gural-Bear, Elaine LaRosa, and William Scudder to serve on the Board of West Whiteland Township's Friends of the Parks for 3-year terms ending 12/31/2020.

Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

g. CPA appointment

Ms. Moll made a motion, seconded by Ms. Santalucia, to appoint Maillie, LLP, as Certified Public Accounts to audit the 2017 financials. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

3. Amount of Surety Bond for Treasurer

Ms. Moll made a motion, seconded by Ms. Santalucia, to set the amount of the surety bond for the Treasurer at \$1,500,000. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

4. Resolution 2018-01 Tax Levy

Ms. Santalucia made a motion, seconded by Ms. Moll to adopt Resolution 2018-01 setting the 2018 tax levy, with no change from 2017. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

5. Resolution 2018-02 Appointments to Zoning Hearing Board

Ms. Moll made a motion, seconded by Ms. Santalucia, to adopt Resolution 2018-02 reappointing Brian Dunn to the Zoning Hearing Board for a term set to expire 12/31/20, and confirming the appointments of Paul Nickels and Diane Snyder. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

6. Resolution 2018-03 Fees Resolution

Ms. Santalucia made a motion, seconded by Ms. Moll, to adopt Resolution 2018-03 setting Township fees and consultant rates. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

7. Resolution 2018-04 Emergency Service Providers for West Whiteland

Ms. Santalucia made a motion, seconded by Ms. Moll, to adopt Resolution 2018-04 setting emergency service providers. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

8. Resolution 2018-05 Designation of Depositories

Ms. Santalucia made a motion, seconded by Ms. Moll, to adopt Resolution 2018-05 designating depositories. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

9. 2018 Meeting Schedule

Ms. Moll made a motion, seconded by Ms. Santalucia, to adopt the 2018 meeting

schedule for the Board of Supervisors as the 2nd and 4th Wednesdays, with exceptions as noted on the handout in the meeting packet. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

10. 2018 Holiday Schedule

Ms. Santalucia made a motion, seconded by Ms. Moll, to adopt the 2018 holiday schedule for non-uniformed employees as listed on the handout in the meeting packet. Ms. Santalucia called for public comment and there were none. The motion was approved 2-0.

ADJOURNMENT

The meeting adjourned at approximately 6:45 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary