

**WEST WHITELAND TOWNSHIP  
MUNICIPAL SERVICES COMMISSION  
MINUTES  
April 11, 2017**

**CALL TO ORDER:**

The Municipal Services Commission (MSC) meeting was called to order by Chairman Laird Duncan at 6:30 p.m. Those present besides Mr. Duncan were as follows:

**MEMBERS PRESENT**

Joe Ceribelli  
Lee Ann Embrey  
Kevin Moore

**TOWNSHIP STAFF**

Ted Otteni, Director of Public Works  
Mimi Gleason, Township Manager  
Ed Culp, Assistant Director of Public Works  
Pam Gural-Bear, Assistant Township Manager

Mr. Duncan led the group with the recitation of the pledge of allegiance.

**REVIEW OF MEETING MINUTES:**

A motion was made by Mr. Moore, seconded by Mr. Ceribelli, to approve the minutes of the January 10, 2017 meeting. The motion was unanimously approved.

**PUBLIC WORKS DEPARTMENT UPDATE:**

Mr. Otteni announced that Ed Culp, formerly the Parks/Facilities Superintendent, was promoted to Assistant Director of Public Works. As part of the re-organization of the Public Works Department, the Roads and Parks/Facilities Divisions were consolidated.

Pump station operations were going well; there were a few issues at Clover Mill Pump Station, due to the age of the facility, that were corrected. The recent rain event did not affect operations.

**SANITARY SEWER CAPITAL IMPROVEMENT PROGRAM UPDATE:**

The Township received a Department of Community and Economic Development grant in the amount of \$100,000 for the 2017 Cured-in-Place Pipe Project (CIPP). Over 8,000' of sewer line was successfully repaired in 2015 and 2016, and we plan to proceed with further CIPP on Burke Road, Burgoyne Road, Princess Lane, Greentree Lane, and Gypsie Lane. The estimated cost for the project is \$215,000.

Six proposals were received on April 6<sup>th</sup> for engineering services to evaluate the needs and assessment of costs to ensure 'current day' regulatory, code and industry standard compliance for the Township's five pump stations. The awarded firm will visit the sites, document the status of equipment and conditions and prepare a report with their findings and recommendations. The proposals are being reviewed, and a recommendation to the Board of Supervisors will be prepared.

**TRASH AND RECYLING UPDATE:**

- The MSC reviewed the trash and tonnage information.

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- The next Branch and Leaves Drop Off will be held on April 22, 2017 between 8 a.m. to 12 noon at 222 North Pottstown Pike.

**OPEN DISCUSSION:**

Consumption Based Sewer Billing: The Township is evaluating the current sewer tap fee and sewer billing structures, and continues to investigate water consumption based sewer billing for non-residential use.

MS4 Permit Update: The Township has contracted with SSM for services related to the MS4 permit renewal and preparation of a Pollution Reduction Plan (PRP). The existing storm sewer system and stormwater basins will be mapped, and this information will be used to delineate watersheds and develop a PRP for the streams within the Township. The only pollutant identified in our streams is sediment. PaDEP requires a 10% reduction of the sediment loading to the streams in the Township. The permit renewal and Plan are due to PaDEP in March 2018. The Township will have five years to enact the Pollution Reduction Plan.

Projects and Long-range Objectives: When the Municipal Authority was phased out the Municipal Services Commission was created in 1987 as a recommending body to the Board of Supervisors with regard to the Township's sewage and water systems.

Recently, the Municipal Services Commission and the Parks and Recreation Commission have had light agendas, so in an effort to more effectively use the volunteer membership it was suggested that the two committees merge into one citizens' advisory committee. The functions of the committee would be diversified. Some of the ideas mentioned included an MS4 public information program, traffic mitigation and traffic calming options, evaluating the use of the Parks and possible upgrades at the Parks, (the focus would be on big picture items related to the Parks because maintenance and scheduling events are handled by Township Staff) water-based sewer billing, trash and recycling in the Parks, develop a 'Buy a Tree or Park Bench' program for the Parks, and improving communication with residents. There was a concern mentioned regarding the need to combine the Commissions. Overall, the general consensus was to further explore the idea of a citizens' advisory committee. A joint meeting of the MSC and Park and Recreation Commission will be held on May 9 or May 16.

A list of possible topics to be investigated by a citizens' advisory committee is attached for review and discussion at the joint meeting.

**ADJOURNMENT:**

Mr. Ceribelli made a motion, seconded by Ms. Embrey to adjourn the meeting. The meeting adjourned at approximately 7:15 p.m.

Respectfully Submitted,



Kevin Moore  
Secretary