

101 Commerce Drive
Exton, Pennsylvania 19341



Tel: (610) 363-9525
www.westwhiteland.org

**WEST WHITELAND TOWNSHIP
PUBLIC SERVICES COMMISSION**

**Monthly Meeting Agenda
Wednesday, May 3, 2023
6:30 p.m.**

Meeting will be held in-person and via Zoom
[Register for Zoom Meeting](#)

+Meeting ID: 848 3232 7948 Passcode: 783103 Dial In: +16465588656

**Meeting Packet can be found on Township website
Reminder to meeting participants. Please speak clearly into the microphone**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENT: Comments from Public about items on the agenda

BUSINESS:

1. Review of Minutes – April 5, 2023

OPEN DISCUSSION ITEMS:

- Codes/Permits - Health and Safety for Rentals
with Todd Greenawalt, Codes Administrative and Enforcement Manager
- Sustainability Goals Discussion
with Wyatt Williams, Sustainability Coordinator

ADJOURNMENT

MEMORANDUM

DATE: April 28, 2023

TO: **Public Service Commission**

FROM: Edward J. Culp Jr., Interim Director of Public Works

SUBJECT: May 3, 2023, Meeting

Topics of Discussion – Health and Safety for Rentals
Sustainability Goals

Todd Greenawalt, our Codes/Permit Manager, will be presenting what goes into the process when they go out and do rental inspections. This will include the exterior and interior of the rental property for life safety inspections.

Wyatt Williams, our Sustainability Coordinator, will be looking to have a discussion on goals he and the township have been working on under Sustainability. There are many different areas he has been looking at and working toward.



RENTAL REGISTRATION APPLICATION

101 Commerce Dr | Exton, PA 19341 | (610) 363-9525 x2157 | permits@westwhiteland.org

Pursuant to West Whiteland Township Rental Property Ordinance Chapter 250, an owner of a rental dwelling unit within the Township shall submit to the Code Official a rental dwelling registration application for inspection for any new tenant or change in tenant.

Upon payment of the registration fee and passed inspection, a certificate of occupancy/re-occupancy will be issued.

The inspection must be completed ten days prior to occupancy of a dwelling unit in a rental property unless an exemption is provided.

RENTAL UNIT INFORMATION	
Rental Address:	Unit #:
Complex Name:	Tenant Move in Date:
Type of Dwelling:	Single Family Townhome Duplex Condo Multi-Unit
OWNER/PROPERTY MANAGER INFORMATION	
Name:	Phone Number:
Address:	Email:

RENTAL INSPECTION FEES	
Inspection Fee (Single Family/ Townhome/ Duplex)	\$100
Inspection Fee (Condo/ Multi-Unit)	\$75
Re-Inspection Fee (All Dwelling Types)	\$50

RENTAL INSPECTION INFORMATION	
TO BE FILLED OUT BY RENTAL INSPECTOR ONLY	
Inspection Date:	Pass/Fail:
Reinspection Required: YES NO	Re-Inspection Date:
Notice Delivered To:	Inspector Name:

I have read and understand the rental ordinance, I acknowledge the inspection fee includes an initial inspection, and any additional inspection will be an additional charge. I understand that all repairs shall be made at the owner's expense and once the repairs are completed and a final inspection is passed, the Codes Department will issue a Certificate of Occupancy within 5 business day. I understand that the tenants may not occupy the property until a certificate has been issued.

Property Owner Signature: _____ Date: _____

All applications are to be submitted electronically to
[**permits@westwhiteland.org**](mailto:permits@westwhiteland.org)

RENTAL INSPECTION REPORT
TO BE FILLED OUT BY RENTAL INSPECTOR ONLY

P	F	N/A	EXTERIOR AREAS
			Address numbers posted in accordance with township ordinance
			Sidewalks, driveways, walkways, and steps are free from trip hazards and are in proper repair
			Steps, decks, porches, and balconies over 30" in height have handrails and guards installed as required. Handrails and guards are maintained in good condition
			Roof, siding/ walls, windows, and doors are weather tight and are kept in good repair.
			Gutters and downspouts are maintained in good repair, not obstructed and discharged so as not to cause a public nuisance
			Sanitary sewer vent and cleanout caps in place and free from damage (if visible)
			Exterior property areas clear of any accumulation of rubbish or garbage
			Exterior property is maintained free of grass and weeds more than 8 inches in height
			Electronic garage door openers shall have auto-reverse safety switch
			Pool is maintained in a clean and sanitary condition and is in good repair. Pool barriers including door alarms, self-closing & latching gates and fence are in place and maintained in good repair and working condition
P	F	N/A	FIRE SAFETY
			Smoke alarms are installed on each level and in every sleeping room. (Battery operated minimum)
			CO alarm installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. CO alarms are required where there is an attached garage and/or fuel fired appliance inside or serving the dwelling unit.
			Gas shut-off valves are required at every gas appliance.
			Egress is provided from all rooms and units. Paths shall be continuous and unobstructed
			Egress doors are not permitted to have key-operated deadbolt locks
			125-volt, single phase, 15 and 20 ampere receptacles installed in the following areas shall be GFCI protected; bathrooms, outdoor areas, unfinished basements, kitchen countertop areas and laundry rooms All full bathrooms must have at least one outlet (must be GFI)
			Fire sprinkler system not obstructed and is turned on (multi-dwelling units cannot be deactivated)
			Five-pound (5lb) ABC Fire Extinguisher (Classification: 3A/40BC) shall be present in unit.
P	F	N/A	INTERIOR AREAS
			Hand/guard rails installed where required (see Exterior Areas)
			Pressure-relief valve discharge pipe properly installed on the water heater and/ or boiler
			Dryer vent installed with proper UL-listed and approved materials and vented to the outside
			Fuel-burning appliances and equipment (furnace, boiler, water heater, etc). are in good condition, unobstructed and vented to the outside
			Plumbing system is in good working condition and free from leaks and obstructions
			Sump pump/ condensate pumps shall not discharge into the public sanitary sewer system (drain to daylight)

Inspection Notes:



Strategy for Sustainability Goals & County Climate Action Plan Recommendations

- 1) Identify Stakeholders
 - a. Determine levels of impact
 - b. create stakeholder focus group to facilitate research and guide process
 - i. Business Owners
 - ii. WWT Residents
 - iii. PSC (could facilitate these)
 - c. Determine action areas and research realistic goals
 - i. Already have some actions planned and current
- 2) Identify Sustainability Goals for Township
 - a. Energy: 100% renewable electricity by 2035 & 100% renewable energy by 2050
 - b. Waste: (ex: 20% reduction in total waste, zero waste commitment, improved recycling quality)
 - i. Township Recycling Program! (us only)
 - c. Water: (ex: PRP goals sediment reduction, 20% water use reduction)
 - d. Transportation: (ex: measured increase in pedestrian and bike facilities, EV's, etc)
 - e. Land use: (ex: complete streets, open space, impervious coverage)
 - f. Stormwater:
 - g. Education: Events,
- 3) Actions for Muni's/WWT (Ways to achieve goals)
 - a. Current
 - i. Policy: Plastic Ordinance, Solar Ordinance
 - ii. EV Installation: Commerce Drive
 - iii. Sustainable PA Certification
 - b. Planned
 - i. Policy: EV Ordinance, Energy Benchmarking, Nuisance Ordinance (meadow)
 - ii. Solar Installations: Boot Rd., Commerce Drive, Public Works building
 - iii. EV Charger Installations: Boot Rd., Public Works, Parks
 - iv. Resources for Businesses: Funding opportunities, CEF, Business Sustainability certification
 - v. Fleet Replacement: prioritize light fleet for non-uniform employees, meet and strategize with police
 - vi. Staff Education: Lunchtime briefings, webinars, email
 - c. Recommended
 - i. Results from stakeholder engagement
- 4) After Action/Project Reports (Shows progress made towards goals)

Staff Subcommittee: John, Justin, Pam, Katie, Lexi, Wyatt, Ed