



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING

Minutes of the Organization Meeting

January 3, 2023

1. Call to Order

Rajesh Kumbhardare called to order the January Organization meeting at 6:30 p.m. The meeting was a hybrid with participants attending both in person and via Zoom.

Those in attendance in addition to Mr. Kumbhardare were:

Theresa Santalucia, Supervisor
Brian Dunn, Supervisor
Pam Gural-Bear, Township Manager
Lee Benson, Police Chief
John Weller, Planning Director
Caroline Partridge, Finance Director
Ed Culp, Asst. Public Works Director
Alex Baumler, Solicitor
Pat Layman, Minutes

ANNOUNCEMENTS:

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of personnel and litigation.

The Township Building will be closed on Monday, January 16th in observation of Martin Luther King, Jr. Day.

PUBLIC COMMENT:

None.

ORGANIZATION:

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

Ms. Santalucia made a motion, seconded by Mr. Dunn, to nominate Brian Dunn as Chair and Rajesh Kumbhardare as Vice-Chair of the Board of Supervisors. The motion was unanimously approved.

2. Appointments

A. Staff

Ms. Santalucia made a motion, seconded by Mr. Dunn, to make the following Staff appointments:

Secretary	Pam Gural-Bear
Assistant Secretary	Vacant
Treasurer	Caroline Partridge
Pension Administrator	Pam Gural-Bear
Zoning Officer	John Weller
Assistant Zoning Officer	ARRO
Open Records Officer (Administration)	Pam Gural-Bear
Deputy Open Records Officer (Administration)	Jennifer Keller
Open Records Officer (Police)	Lee Benson
Deputy Open Records Officer (Police)	Yvette Johnson

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

B. Consultants

Ms. Santalucia made a motion, seconded by Mr. Dunn, to make the following Consultant appointments:

Solicitor (General)	Kilkenny Law
Solicitor (Zoning Hearing Board)	Gawthrop Greenwood, PC
Solicitor (Labor)	Campbell Durrant, PC
Engineer (Township)	SSM Group
Engineer (Sanitary Sewer)	Carroll Engineering Corp.
Engineer (Traffic)	McMahon Associates
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

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

C. Fire Marshal

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

Fire Marshal	Don Stiteler
Assistant Fire Marshal	Kevin Miller
Assistant Fire Marshal	George Turner

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

D. Emergency Management Coordinator

Mr. Dunn made a motion, seconded by Ms. Santalucia, to appoint George Turner as Emergency Management Coordinator. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

E. Board Representative Appointments

Ms. Santalucia made a motion, seconded by Mr. Dunn, to appoint Rajesh Kumbhardare as Primary Representative and Theresa Santalucia as Alternate Representative to the **West Chester Area Council of Governments**. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to appoint Theresa Santalucia as Voting Representative to **PSATS and CCATO**. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to appoint Pam Gural-Bear as Primary Voting Delegate and Caroline Partridge as Alternate Voting Delegate to the **Chester County Tax Collection Committee**. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

F. Board and Commission appointments

Mr. Dunn made a motion, seconded by Ms. Santalucia, to make the Board and Commission appointments as outlined in Pam Gural-Bear's Memorandum dated January 3, 2023, and found in the meeting packet as follows:

Public Services Commission:	
John Ceschan, Jr.	Term Ends 12/31/2026
Rob Hall	Term Ends 12/31/2026
Planning Commission:	
Mark Gordon	Term Ends 12/31/2026
Historical Commission:	
Joe McCormick	Term Ends 12/31/2027
Pension Advisory Board:	
Tom Belisari	Term Ends 12/31/2025
Chris Bamber	Term Ends 12/31/2025
Vacancy Board:	
Todd Peterson	Term Ends 12/31/2023.

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

G. Certified Public Accountants

Mr. Dunn made a motion, seconded by Ms. Santalucia, to appoint Barbacane Thornton & Company as Certified Public Accountants to audit the 2022 financials. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

3. Amount of Surety Bond

Ms. Santalucia made a motion, seconded by Mr. Dunn, to set the amount of the surety bond for the Treasurer and Township Manager at \$1,500,000. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

4. Resolution 2023-01 – Zoning Hearing Board

Mr. Dunn made a motion, seconded by Ms. Santalucia, to enact Resolution 2023-01 confirming appointments to the Zoning Hearing Board of Guy McCandless to continue serving until December 31, 2023 and Paul Clery to continue serving until December 31, 2024, and appointing Jo Ann Kelton to serve until December 31, 2025. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

5. Resolution 2023-02 – General Fees

Ms. Santalucia made a motion, seconded by Mr. Dunn, to enact Resolution 2023-02 setting Township fees and consultant rates. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

6. Resolutions 2023-03 through 2023-06

Ms. Santalucia made a motion, seconded by Mr. Dunn, to enact Resolution 2022-03 setting rates for sewer rent; to enact Resolution 2022-04 setting trash and recycling fees; to enact Resolution 2023-05 setting emergency service providers; and to enact Resolution 2023-06 designating depositories. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

7. 2023 Meeting Schedule & Holiday Schedule for Non-Uniformed Employees

Ms. Santalucia made a motion, seconded by Mr. Dunn, to approve the 2023 meeting schedule for Boards and Commissions as listed in the handout in the meeting packet and to approve the 2023 holiday schedule for non-uniformed employees as listed in the handout in the meeting packet. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

CONSENT AGENDA:

- Ms. Santalucia made a motion, seconded by Mr. Dunn, to approve the following:
- Minutes of December 21, 2022, Minutes
 - Accounts Payable Warrant Report dated January 3, 2023

- Resolution 2023-07 Disposition of Media

Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

BUSINESS:

1. Resolution 2023-08 Approving Operational Support activities for Participating Members of Fire Company

Ms. Keller reviewed her Memorandum dated January 3, 2023.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to enact Resolution 2023-08 authorizing operational support activities for members of the West Whiteland Fire Company. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

2. Township Commission Updates from Board Liaisons

None.

3. Staff Updates

Mr. Culp advised that the restrooms at Exton Park will be opening to the public later this week, and the zip line is scheduled to be attached next Monday.

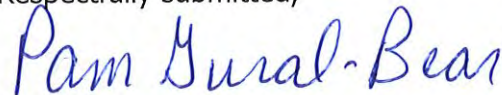
Chief Benson reported that the West Whiteland Police Department is planning several special events this year to celebrate its 50th Anniversary.

Ms. Gural-Bear introduced Tom Belisari, member of the Pension Advisory Board. Board members thanked Mr. Belisari for his service.

ADJOURNMENT

The meeting adjourned at approximately 6:55 p.m.

Respectfully submitted,



Pam Gural-Bear
Recording Secretary