



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION & BUSINESS MEETING

Minutes of the Organization & Business Meeting

January 5, 2026

1. Call to Order

Rajesh Kumbhardare called to order the January Organization and Business meeting at 6:41 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:

Brian Dunn, Supervisor
Libby Madarasz, Supervisor
Pam Gural-Bear, Township Manager
Jennifer Keller, Operations Manager
Lee Benson, Police Chief
John Weller, Planning Director
Caroline Partridge, Finance Director
Ed Culp, Public Works Operations Manager
Todd Greenawalt, Codes Administrative & Enforcement Manager
Justin Smiley, Capital & Special Projects Manager
Pat Layman, Minutes

ANNOUNCEMENTS:

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

Christmas Tree Curb-side Pick-up will be Friday, January 9th.

The Township Building will be closed on Monday, January 19th in observation of Martin Luther King, Jr. Day.

PUBLIC COMMENT:

Todd Rouse, resident of 400 Church Farm Lane, respectfully petitioned the Board of Supervisors to adopt specific environmental and natural habitat preservation measures for Church Farm Lane and Old Valley Road maintaining that they are unique rural corridors that provide passive recreational opportunities for walking, cycling, while also supporting sensitive natural resources. The corridor also functions as important headwaters, wildlife habitat, and bird sanctuary. Without additional measures, Mr. Rouse said the area remains vulnerable to increased cut-through traffic, illegal dumping, wildlife poaching, littering and loitering. He requested the Board consider the following initiatives:

- Vehicular access control – install vehicular access gates at the intersection of Church Farm Lane and Old Valley Road in West Whiteland Township and near Malvern Hunt, similar to

those already in place on Old Valley Road, to prevent through traffic while still allowing emergency access vehicles.

- Implement environmentally responsible land management along both sides of the new Church Farm Lane by maintaining approximately 8 feet of mowed grass adjacent to the Lane followed by native wildlife meadow plantings.

Mr. Rouse maintained that the proposed initiatives provide a balanced and cost effective way to protect water quality, enhance public safety, preserve wildlife habitat, and provide lasting passive recreational benefits.

Ms. Madarasz thanked Mr. Rouse for his environmental concerns and desire to keep the area beautiful. Mr. Kumbhardare said the Board will check into the required process to implement the initiatives.

PRESENTATION:

Swearing-In of Newly Elected Officials and New Appointees by Judge Erin Bruno

The Honorable Erin Bruno administered the Oath of Office to the following newly elected officials and appointees:

- Rajesh Kumbhardare – re-elected Supervisor
- Arati Joshi – newly elected Tax Collector
- Vijay Bedekar – newly elected member of Board of Auditors
- Deepak Gupta - re-elected member of Board of Auditors
- Priyanka Gupta - newly appointed member of the Planning Commission
- Stephan Jerabek – newly appointed member of the Zoning Hearing Board
- Keith Choper – newly appointed member of the Planning Commission
- Sara DiPaolo – reappointed member of the Historical Commission
- Kevin Moore – reappointed member of the Public Services Commission

ORGANIZATION:

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

Ms. Madarasz made a motion, seconded by Mr. Kumbhardare, to nominate Brian Dunn as Chairman of the Board of Supervisors. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

Ms. Madarasz made a motion, seconded by Mr. Dunn, to nominate Rajesh Kumbhardare as Vice-Chairman of the Board of Supervisors. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

2. Appointments

a. Staff Appointments

Mr. Dunn made a motion, seconded by Ms. Madarasz, to make the following Staff appointments as read by Mr. Kumbhardare at the meeting:

| | |
|--|--------------------|
| Secretary | Pam Gural-Bear |
| Assistant Secretary | Jennifer Keller |
| Treasurer | Caroline Partridge |
| Pension Administrator | Pam Gural-Bear |
| Zoning Officer | John Weller |
| Assistant Zoning Officer | Todd Greenawalt |
| 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. Consultant Appointments

Ms. Madarasz made a motion, seconded by Mr. Dunn, to make the following Consultant appointments for plan reviews, inspections and Township projects:

| | |
|--------------------------------------|--------------------------------|
| Solicitor (General) | Kilkenny Law |
| Solicitor (Zoning Hearing Board) | Gawthrop Greenwood, PC |
| Solicitor (Labor) | Campbell Durrant, PC |
| Engineer (Township) | Spotts, Stevens, & McCoy (SSM) |
| Engineer (Sanitary Sewer) | Remington & Vernick Engineers |
| Engineer (Traffic) | Bowman Consulting Group, Ltd. |
| Planning Consultant | Theurkauf Design & Planning |
| Historical Commission Consultant | Patterhn Ives |
| Third-Party Electrical Consultant | United Inspection Agency |
| Third-Party Inspection & Plan Review | ARRO Consulting, Inc. |

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

c. Fire Marshal Appointments

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

| | |
|------------------------|-----------------|
| Fire Marshal | David Staffieri |
| 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 Appointments

Ms. Madarasz made a motion, seconded by Mr. Dunn, to make the following appointments for Emergency Management Coordinator:

| | |
|---|-----------------|
| Emergency Management Coordinator | Jennifer Keller |
| Deputy Emergency Management Coordinator | David Staffieri |
| Deputy Emergency Management Coordinator | George Turner |

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

e. Board Representative Appointments

Mr. Dunn made a motion, seconded by Ms. Madarasz, to make the following Board representative appointments:

West Chester Area Council of Governments

| | |
|---------------------------|----------------------------------|
| Primary Representative | Libby Madarasz |
| Alternate Representatives | Brian Dunn Rajesh Kumbhardare |

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

Ms. Madarasz made a motion, seconded by Mr. Dunn, to make the following Board representative appointment:

PSATS/Chester County Association of Township Officials (CCATO)

| | |
|-----------------------|--------------------|
| Voting Representative | Rajesh Kumbhardare |
|-----------------------|--------------------|

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

Mr. Dunn made a motion, seconded by Ms. Madarasz, to make the following Board representative appointments:

Chester County Tax Collection Committee

| | |
|---------------------------|--------------------|
| Primary Voting Delegate | Pam Gural-Bear |
| Alternate Voting Delegate | Caroline Partridge |

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. Madarasz, to make the following Board and Commission appointments:

Planning Commission (4 Year Term)

| | |
|----------------|----------------------|
| Priyanka Gupta | Term Ends 12/31/2026 |
| Keith Choper | Term Ends 12/31/2029 |

Public Services Commission (4 Year Term)

| | |
|-------------|----------------------|
| Brian Dakin | Term Ends 12/31/2029 |
| Kevin Moore | Term Ends 12/31/2029 |

Pension Advisory Board (3 Year Term)

Tom Belisari Term Ends 12/31/2028

Chris Bamber Term Ends 12/31/2028

Historical Commission (5 Year Term)

Sara DiPaolo Term Ends 12/31/2030

Zoning Hearing Board (3 Year Term)

Guy McCandless Term Ends 12/31/2026

Paul Clery Term Ends 12/31/2027

Stephen Jerabek Term Ends 12/31/2028

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

Ms. Madarasz made a motion, seconded by Mr. Dunn, to make the following appointment to the Vacancy Board:

Chair of the Vacancy Board (1 Year Term)

Nishe Joshi Term Ends 12/31/2026

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

g. Motion to appoint Maillie LLP as Certified Public Accountants to audit the Township's 2025 financial statements

Mr. Dunn made a motion, seconded by Ms. Madarasz, to appoint Maillie LLP as Certified Public Accountants to audit the 2025 financials. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

3. Amount of Surety Bond for Manager and Treasurer

Ms. Madarasz 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 2026-01 – Appointments to Zoning Hearing Board

Mr. Dunn made a motion, seconded by Ms. Madarasz, to enact Resolutions 2026-01 through 2026-06 as follows:

2026-01 confirming appointments to the Zoning Hearing Board

2026-02 setting Township fees and consultant rates

2026-03 setting rates for sewer rent

2026-04 setting rates for trash and recycling fees

2026-05 establishing emergency service providers for West Whiteland Township

2026-06 designating depositories for Township funds

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

5. Public Meeting Schedule for all Boards and Commissions

Mr. Dunn made a motion, seconded by Ms. Madarasz, to adopt the 2026 meeting schedule for all Boards and Commissions as listed in the meeting packet. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

6. Holiday Schedule for Non-Uniformed Employees

Ms. Madarasz made a motion, seconded by Mr. Dunn, to approve the 2026 Holiday Schedule for Non-Uniformed Employees as outlined in the meeting packet. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

REGULAR MEETING

PUBLIC COMMENT:

None.

PRESENTATION:

Sewer Rate & Tapping Fees Study

Ms. Gural-Bear explained that the Board of Supervisors previously authorized Remington & Vernick Engineers (RVE) to proceed with a sewer rate and tapping fee study. Jim Gaines from RVE was in attendance to present a draft of the study. He noted that the Township's current sewer rates are low for the area and presented a chart comparing rates with those of neighboring communities. He added that the Township's tapping fees (the fee paid to connect to the system) are in line, but RVE will be recommending a slight increase.

Commercial rates currently consist of a flat fee with a usage fee. Mr. Gaines said RVE is exploring further the possibility of a flat fee and will return to the Board with a final recommendation. Ms. Madarasz asked how the Township would benefit from eliminating the usage fee. Mr. Gaines explained that Aqua owns the water system, and a flat fee would save staff time in coordinating with Aqua on usage. Ms. Partridge further explained that in 2018, commercial rates were switched from a flat fee to consumption/usage fee. Since that time, occupancy of commercial office space has declined, and retail space is transient. She stressed the need for a steady revenue stream that can be relied on year after year. Empty buildings only pay for 1 EDU (equivalent dwelling unit) or \$285.

Mr. Gaines will return to the Board with a final recommendation.

CONSENT AGENDA:

Ms. Madarasz made a motion, seconded by Mr. Dunn, to approve the Consent Agenda consisting of:

- Approval of December 10, 2025, minutes, as presented
- Resolution 2025-07 Disposition of Media

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

BUSINESS:

1. Resolution 2026-08 Approval of Intergovernmental Agreement for 1375 Old Phoenixville Pike Land Development

Ms. Gural-Bear explained that the 1375 Old Phoenixville Pike Land Development plan consists of 13 single-family homes located within West Whiteland Township and 3 single-family homes in East Goshen Township. The proposed Intergovernmental Agreement sets out the sewer, trash and emergency service providers and fees associated with each.

Mr. Dunn made a motion, seconded by Ms. Madarasz, to authorize West Whiteland Township to enter into and approve the Intermunicipal Agreement with East Goshen Township for the development at 1375 Old Phoenixville Pike and 1338 Morstein Road. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

2. Approval of Township Payment Report for January 5, 2026

Staff answered questions from Board members.

Mr. Dunn made a motion, seconded by Ms. Madarasz, to approve the January 6, 2025, Township Payment Report. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

3. Township Commission Updates from Board Liaisons

None.

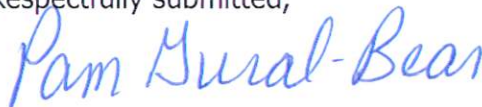
4. Staff Updates

Ms. Keller reported that the Non-uniformed employees, in coordination with the West Chester Area School District, provided 164 gifts to needy children this holiday season.

ADJOURNMENT

The meeting adjourned at approximately 7:27 p.m.

Respectfully submitted,



Pam Gural-Bear
Recording Secretary