



**WEST WHITELAND TOWNSHIP  
BOARD OF SUPERVISORS**

**BUSINESS MEETING**

Minutes of the second March Meeting

March 23, 2022

**1. Call to Order**

Chairman Rajesh Kumbhardare called to order the second March meeting at 6:37 p.m. This was a hybrid meeting with participants attending both in person at the Township Building and on-line via Zoom.

Those in attendance in addition to Mr. Kumbhardare were:

Theresa Santalucia, Vice-Chairman  
Brian Dunn, Supervisor  
Pam Gural-Bear, Interim Township Manager  
Jen Keller, Executive Assistant  
Ted Otteni, Director of Engineering  
Scott Ryle, Public Works Director  
John Weller, Planning Director  
Marie Guarnera, Codes Director  
Beth Jones, Finance Director  
Matt Deceder, Police Lieutenant  
Sean Kilkenny, Solicitor  
Alex Baumler, Solicitor  
Pat Layman, Minutes

**ANNOUNCEMENTS:**

The Board of Supervisors met in executive session prior to tonight's meeting and on Thursday, March 17 to discuss matters of real estate, personnel, and litigation.

The Egg Hunt is Saturday, April 9<sup>th</sup> at 10:00 a.m. at Boot Road Park.

The Spring Craft Fair is Saturday, April 30, 2022, at 10:00 a.m. at the Township Building

**PRESENTATION:**

**1. Contributing to the Community, Presentation on Lesser-Known Services from Chester County Library**

Craig Miller, Volunteer with the Chester County Library, gave a presentation outlining all of the many resources and services available to County residents. The Library's mission is to help provide a continuous learning environment for all residents by providing free resources such as: books (paper and electronic); DVD's (entertainment and educational); numerous databases; foreign language learning programs (Mango); Youth Services including story time sessions by age group and summer reading and science programs. Adult Outreach Services provides free delivery

of materials if someone is unable to come to the Library in person. Services are also available for those looking to improve their English language skills, transition their career, or improve their small business. The Jacobs Technology Center has numerous public computers residents can use, complete with one-on-one computer training if needed. The Digital Media Lab has a 3-D printer, a large-scale scanner, and laminator that residents can use for the price of materials.

Mr. Miller encouraged everyone to visit the Library and take advantage of the many free services available. The Board thanked Mr. Miller for his presentation.

### **PUBLIC COMMENT:**

Libby Madarasz, resident of Meadowbrook Manor, was in virtual attendance and asked if there would be a shredding event this year. Ms. Gural-Bear said shredding events are typically scheduled between June and September. Residents will be notified of upcoming dates. Ms. Madarasz then asked about debris (fallen tree limbs, etc.) creating dams within Valley Creek. Mr. Ryle said the Township is working with the County to resolve the issue and assured her the matter would be addressed to prevent flooding.

### **HEARINGS & PLANS:**

#### **1. Comprehensive Plan: Future Land Use Amendment Hearing**

Ms. Santalucia made a motion, seconded by Mr. Dunn, to open the public hearing to amend the Township Comprehensive Plan. The motion was unanimously approved.

Mr. Kilkenny identified exhibits for the record, and Mr. Weller provided testimony. A record was taken by Court Reporter Elaine Parrish.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to close the hearing. The motion was unanimously approved.

#### **2. Resolution 2022-21 Amending the Township Comprehensive Plan**

Ms. Santalucia made a motion, seconded by Mr. Dunn, to adopt Resolution 2022-21 amending the Township Comprehensive Plan by replacing the "Land Use Plan" section with the text and maps attached to the Resolution as Exhibit A. 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 Consent Agenda consisting of the following:

- Minutes of March 9, 2022
- Resolution 2022-22 Disposition of Media

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

**BUSINESS:**

**1. Approval of RKL Proposal for Agreed Upon Procedures Engagement**

Ms. Gural-Bear reviewed her Memorandum dated March 18, 2022 and explained that the work of RKL will be a supplement the Township's existing annual audit, analyzing such processes as payroll, bonus payments, hours worked and time off, as well as a sample of revenue and expense transactions to compare to supporting documentation.

Mr. Dunn made a motion, seconded by Mr. Kumbhardare, to accept RKL's proposal for accounting services to supplement the existing annual audit procedures at a cost not to exceed \$14,500.00. Mr. Kumbhardare called for public comment, and there were none. The motion was approved 2-1. (Santalucia opposed).

**2. Award of Bid for Street Sweeping**

Ms. Jones reviewed Kimberly Pelcin's Memorandum dated March 16, 2022. She explained that two bids were received, but only one was submitted as a complete bid package. The bid was slightly higher than the previous year, but Ms. Jones noted that Catov Park and an additional street were added this year.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to award the street sweeping contract to Reilly Sweeping, Inc. and to authorize the Interim Township Manager to execute a contractor services agreement for a three year term with Reilly. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**3. Approval of Memorandum of Understanding for Artisan Sewer District Agreement and Fees**

Mr. Otteni explained that the proposed Memorandum of Understanding pertains to the specific development located in East Caln Township along Clover Mill Road. Mr. Baumler confirmed that the sewer fees will be paid quarterly and the capital contribution of \$173,000 will be paid to West Whiteland prior to connection. Mr. Otteni confirmed that the project will not affect West Whiteland's capacity with DARA.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to execute the Memorandum of Understanding with East Caln Township to allow connection to the 42" gravity sanitary sewer on Clover Mill Road by the approved 139-home land development project in East Caln, known as the Clover Mill Project, as more particularly described in East Caln Resolution 2022-37. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**4. Approval of Revised Military Leave Policy**

Ms. Gural-Bear advised that the proposed policy addresses the areas of pay differential, healthcare costs, and voluntary and mandatory deployments.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to approve the revised Military Leave Policy for inclusion in the West Whiteland Township Police Policy and Procedure Manual and the Non-Uniformed Employee Handbook. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**5. Resolution 2022-23 Authorizing the Interim Township Manager to execute the DCNR Grant Application for Exton Park**

Mr. Otteni advised that the Township plans to apply for a grant through the DCNR Community Conservation Partnerships Program for Phase II of the Exton Park project. The maximum state grant award is \$250,000 with a matching requirement of 50% which will come from the Open Space Fund. Mr. Otteni said there is a good possibility that the grant application will be elevated to the federal level and be eligible for the Land and Water Conservation Fund grant program with up to a \$600,000 award. Staff will continue working with the Township's DCNR contact to elevate to the federal level.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to approve Resolution 2022-23 authorizing the Interim Township Manager to execute the DCNR Community Conservation Partnerships Program Grant Application for the next phase of improvements at Exton Park. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**6. Resolution 2022-24 Authorizing the Sale of the Property Located at 800 E. Swedesford Road (the Pennypacker House)**

Ms. Jones explained that the Title Company requires all information contained in the Conveyance Agreement, previously approved by the Board of Supervisors, be included in a Resolution.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to enact Resolution 2022-24 authorizing the sale of the property located at 800 E. Swedesford Road. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**7. Approval of Township Payment Report for March 23, 2022**

Ms. Santalucia made a motion, seconded by Mr. Dunn, to approve the Township Payment Report dated March 23, 2022. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**8. February Financial Report**

Mr. Kumbhardare questioned the funding to the Chester County Library. Ms. Jones explained that the Board previously approved \$9500 of regular funding and an additional \$9500 to come from ARPA funds in the year 2022.

## **9. Township Commission Updates from Board Liaisons**

Ms. Santalucia reported that the Historical Commission has trouble providing a quorum due to two members who are no longer able to attend meetings regularly. Mr. Kilkenny advised that because the Commission is advisory and not quasi-judicial, the Board can move the members to Alternate status to allow other interested parties to be appointed. Mr. Baumler will draft a notice.

Ms. Santalucia further reported that Chester County Governance met and discussed stormwater and the importance of street sweeping to help keep debris out of the storm sewers.

Ms. Kumbhardare advised that the Planning Commission reviewed the conditional use plan for a Wawa with gas station to be located at the corner of Whitford Rd. and Lincoln Highway. The Commission also issued a motion recommending the Board approve the land development plan for the Township's Public Works facility.

Mr. Kumbhardare reported on a meeting he had with Fitness Court to hear the needs and requirements to help the community activate an outdoor fitness park. A presentation on the matter will be forwarded to the Board members, and a follow-up call is scheduled. Staff will get more background/details for the Board's next meeting.

Mr. Kumbhardare suggested that Ivy Glen be removed from the Township's list of Parks and be reassigned as dedicated open space, as it only consists of 1/2 acre with no amenities.

## **10. Staff Updates**

### **a. Review of 2022 Township Priorities and Projects**

Ms. Gural-Bear provided a draft listing of projects with suggested timeframes and responsible departments.

### **b. Paving**

Mr. Otteni explained that the Township has coordinated with Aqua on the paving of six streets: Station Place, Kirkland Ave., Bittersweet Lane, Hillcrest Road, Greentree Lane, and Stallion Lane. Aqua recently replaced water mains on these streets and are required to repave the roadways from the outside edge to the centerline. This leaves a patchwork of paving. If the Township were to pave the entire road widths for these 6 roads, it would cost approximately \$171,000. To pave the sections not paved by Aqua would cost approximately \$80,000. By coordinating with Aqua, Staff was able to arrive at a cost of \$18,900 to the Township for paving the entire width of all 6 streets.

### **c. Overview of the Work Order System for Public Works**

Mr. Ryle described Asset Essentials, the Township's new work order system. It allows maintenance to be preventative rather than reactive. Staff is being trained on the system, and existing assets are being entered into the program. Mr. Ryle said the Township will see significant savings from the system, and residents will see quicker response times. Mr. Ryle hopes to have the system up and running by the end of April.

**d. Travel Options Program**

Mr. Weller noted that the Travel Options Program is a grant managed by the Delaware Valley Regional Planning Commission. Last month, Tim Phelps of Transportation Management Association of Chester County (TMACC) requested a letter of support from the Township for its grant application entitled "Missing Amenities Enhancing Bicycle Reliability" to encourage people to use bicycles for more than recreation by supplying repair stations and other amenities for riders. If TMACC is awarded the grant, the Township will contribute a \$5,000 match and will receive \$20,000 worth of amenities and improvements to its bike and trail network.

Mr. Kumbhardare reported that the project to add a third northbound lane on Route 100 in front of the Exton Train Station has been placed on Penn DOT's TIP list for 2023. While this means that PennDOT will allocate funding for the project, actual improvements are not expected for 4-5 years.

Ms. Guarnera advised that two new businesses have opened: Sketchers at Festival Shopping Center and Athleta at Main Street at Exton. In addition, construction permits have been received for House of India, Lens Crafters, Wasabi, and Crumbl Cookies. Also a new pizza business has opened in the Exton Square Mall.

**ADJOURNMENT**

The meeting adjourned at approximately 8:35 p.m.

Respectfully submitted,



Pam Gural-Bear  
Recording Secretary