



**WEST WHITELAND TOWNSHIP
BOARD OF SUPERVISORS**

BUSINESS MEETING

Minutes of the Second March Meeting

March 24, 2021

1. Call to Order

Chairman Rajesh Kumbhardare called to order the second March meeting at 6:30 p.m. The meeting was held via Zoom due to the COVID-19 pandemic.

Mr. Kumbhardare reviewed the guidelines for the meeting which included the following:

- We ask you to mute your device when you are not speaking to improve the sound quality for everyone else.
- There will be opportunities for public comment at the beginning of the meeting for general concerns.
 - If you have a question or comment, please click the "raise your hand" feature in Zoom, which is available under the "more" menu on the participant tab.
 - If you have dialed in to this meeting by phone, you can press *9 to raise your hand to speak. When you are called upon, press *6 to unmute your phone, state your name and address and make your brief comment. Please remember to mute your phone by pressing *6 after your comment.
 - Please wait until you are recognized before speaking.
 - Speakers are asked to provide their name and address and limit their comments to 3 minutes.
 - Preference will be given to Township residents, and all speakers are asked to keep a respectful tone.

Those in attendance in addition to Mr. Kumbhardare were:

Theresa Santalucia, Vice-Chairman
Joshua Anderson, Supervisor
Mimi Gleason, Township Manager
Pam Gural-Bear, Assistant Township Manager
Lee Benson – Police Chief
Ted Otteni – Public Works Director
Ed Culp, Assistant Public Works Director
John Weller – Planning Director
Beth Jones – Finance Director
Marie Guarnere – Codes Director
Andrew Rau – Solicitor
Pat Layman – Minutes

ANNOUNCEMENTS:

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

PUBLIC COMMENT:

None.

CONSENT AGENDA:

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the Consent Agenda consisting of the following:

- Minutes of March 10, 2021
- Resolution 2021-18 Disposition of Media

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

BUSINESS:

1. Review of Winter Storm Protocols and Costs

Ms. Jones reported that while the actual costs associated with the recent winter storms (brining, salting, plowing roads) look significant, there were still under budget. Mr. Otteni further explained that this was due in part because there were no major storms in December or January. Ms. Gleason added that the February snow storms did not have a lot of thawing/refreezing ice activity that requires extra salting work. Mr. Otteni explained that the budget numbers are determined by averaging past expenses over the winter months.

2. Award of Bid for Exton Park

Mr. Otteni reviewed his March 18, 2021 Memorandum and explained that while the low bidder's price is higher than the engineer's estimate from 2019 of \$839,000, he did not feel it was sufficiently high enough to warrant re-bidding the project. Mr. Otteni further noted that references for the low bidder were very good.

Mr. Anderson made a motion, seconded by Ms. Santalucia, to award the base bid and all bid alts for the Exton Park – Swedesford Recreation Area contract to the low bidder, Ply-Mar Construction Co. Inc., in the amount of \$983,458.00. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

3. Approval of MOU with Exton Little League for use of Catov Park

Ms. Gleason and Mr. Culp's Memorandum dated March 19, 2021 provided background on this matter. The proposed MOU came about because of pipeline construction that has disrupted Exton Little League's use of softball fields at Meadowbrook Manor Park. Energy Transfer and Michels built two fields and other improvements at Joseph Catov Park to provide the Little League with a viable alternative while pipeline construction continued. The terms of the proposed MOU will govern the Little League's use of the softball fields at Joseph Catov Park during 2021, as well as fees the League would owe in 2022– 2023.

Mr. Kumbhardare asked questions about the current arrangement for use of Meadowbrook Park. Mr. Culp explained that the Township and Exton Little League each lease a portion of the Park from the Meadowbrook Manor Homeowners' Association, and each is responsible for maintenance of their leased portion.

Mr. Kumbhardare was not in favor of the proposed MOU for Exton Little League's use of Catov Park extending into 2022 and 2023 at reduced rates. He noted that all leagues are struggling financially at this time, and if the rate is reduced for one league, it should be reduced for all.

Dave Stevenson, President of Exton Little League, was in virtual attendance. He noted that ELL does not currently pay a fee for use of the Meadowbrook Manor ballfields. When the Meadowbrook Manor fields could not be used for league play due to Sunoco's construction in the area, ELL approached Energy Transfer about building other fields. Mr. Stevenson said as a non-profit organization serving Township children, he was hoping to get a reduced rate because of ELL's efforts in getting the Park built. Mr. Kumbhardare said if the rate is reduced for one organization, then it should be reduced for all.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the Memorandum of Understanding with Exton Little League for use of Catov Park and authorize the manager to sign it. Mr. Kumbhardare called for public comment, and there were none. The motion was approved 2-1 (Kumbhardare opposed).

4. 2021 Township Events

Ms. Gural-Bear sought the Board's direction on holding outdoor special events in 2021 in light of COVID case numbers and vaccinations. Staff and the Friends of the Parks recommend canceling the first 5 Miller Park concerts, but hold the last one in August, and suggest moving Community Day/Fireworks from July to September 25, depending on COVID numbers. Safety measures would be in place to limit crowds and appropriate social distancing measures observed.

Mr. Kumbhardare suggested holding 2 concerts in August and moving to the bigger field if possible. He asked if scheduling the Community Day/Fireworks in September would conflict with construction at Exton Park. Mr. Otteni said it would not as the events are in different corners of the Park.

Ms. Gottesfeld, resident and member of Friends of the Parks, noted that the annual Easter Egg Hunt is being held in four Township parks over a couple weeks. Families hunt for eggs on their own and submit pictures. Details can be found on the Township's website. Ms. Santalucia commended Friends of the Parks for their creativity in adjusting the way events are conducted in light of the COVID pandemic.

5. Accounts Payable Warrant Report

The Board reviewed the Accounts Payable Warrant Report and Staff responded to questions regarding payments to Civic Plus.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the March 24, 2021 Accounts Payable Warrant Report. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

6. Review of Purchasing Policy and Procedures

Ms. Jones provided an overview of the Township's Purchasing Policy. Recent updates include new authorization limits by position and electronic processing of purchase orders and receipts.

7. February Financial Report and Treasurer's Report

Ms. Jones presented the February Financial and Treasurer's Reports. She noted that real estate taxes are low because the bills are not due until April and earned income tax is trending higher than budgeted and higher than last year. This month's report included the new Treasurer's Report listing balances for each fund.

8. Approval of Police Policies

Chief Benson reviewed his Memorandum dated March 18, 2021 and explained the Business Travel Expenses and First Line Supervisor Promotion policies. Board members asked general questions about food and laundry allowances. Chief Benson said that all receipts are reviewed, and any deviation from policy are reviewed on a case by case basis.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to approve the Business Travel Expenses and First Line Supervisors Promotion policies noted in Chief Benson's memorandum dated March 18th, 2021 for inclusion in the West Whiteland Township Police Policy and Procedure Manual. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

9. Sunshine Management Extension Request for Subdivision Plan Submission

Mr. Weller advised that Sunshine Management has requested an extension for its preliminary plan for a 7-lot residential subdivision located at 1354 Old Pottstown Pike. Township regulations require that a plan receiving preliminary approval must submit a final plan within one year. While previous extensions have been approved, Mr. Weller said there have been no changes to the Township Ordinance affecting this project, nor are any such changes being contemplated. Mr. Weller also noted that staff advised the applicant that future extensions may not be granted, as this is the fourth one requested.

Ms. Santalucia made a motion, seconded by Mr. Anderson, to extend the deadline for submission of a final subdivision plan for the Sunshine Management Subdivision from April 11, 2021 to April 11, 2022. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

10. Township Commission Updates from Board Liaisons

Mr. Anderson reported that the Historical Commission continues reaching out to Lancaster County to see if anyone is interested in the Witch's Cap.

Mr. Kumbhardare attended the West Chester Area Council of Governments meeting and said he was impressed with the members' quality of questions asked. He also reported on the DARA meeting and noted that all participating municipalities agreed to move forward with the planning process for a sewer treatment plant expansion. The Planning Commission continued its review of proposed amendments to the Zoning and Subdivision/Land Development Ordinance regarding plan submissions and processes.

11. Staff Updates

Ms. Guarnera reported that demolition of the building at 500 N. Pottstown Pike is moving forward and is currently waiting on disconnections from PECO services.

Mr. Kumbhardare suggested Welcome signs at the various entrances to the Township. Ms. Gleason said this will likely be discussed as part of the bigger streetscape plan project under consideration but meanwhile staff will look into welcome signs that would call attention to West Whiteland Township in an attractive way without costing too much.

Mr. Weller advised that all 7 of the original members of the Transportation Advisory Committee have agreed to serve again in the Township's update of the Transportation Impact Fee.

ADJOURNMENT

The meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,



Mimi Gleason
Recording Secretary