



**WEST WHITELAND TOWNSHIP  
BOARD OF SUPERVISORS**

**BUSINESS MEETING**

Minutes of the first October Meeting

October 11, 2023

**1. Call to Order**

Chairman Brian Dunn called to order the first October 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. Dunn were:

Rajesh Kumbhardare, Vice-Chairman  
Theresa Santalucia, Supervisor  
Pam Gural-Bear, Township Manager  
Jennifer Keller, Operations Manager  
Lee Benson, Police Chief  
Caroline Partridge, Finance Director  
John Weller, Director of Planning & Zoning  
Justin Smiley, Capital & Special Projects Manager  
Brannon Tupper, Engineering & Construction Projects Mgr.  
Marty Topham, Purchasing & Procurement Specialist  
Wyatt Williams, Sustainability Coordinator  
Ed Culp, Interim Public Works Director  
Sean Kilkenny, Solicitor  
Alex Baumler, Solicitor  
Pat Layman, Minutes

**ANNOUNCEMENTS:**

The Board of Supervisors met in executive session following the September 27<sup>th</sup> meeting, prior to the October 2<sup>nd</sup> meeting, and prior to tonight's meeting to discuss matters of personnel and litigation.

The Board thanked all of the volunteers who participated in Make-A-Difference Day. Their hard work resulted in the planting of 350 plants for the bio-swale, 3 acres of meadow seed, and 2 acres of grass seed. Thank you all!

**PUBLIC COMMENT:**

Resident Libby Madarasz asked if any progress is being made on the flooding issues in Meadowbrook Manor. Mr. Tupper advised that Staff is investigating the history of the area and is adding funding to the budget for stormwater projects. Ms. Madarasz noted some areas around the stream that needed to be cleared out. Mr. Tupper said this is the responsibility of the property owner but added that Township Staff can meet with the property owner and provide guidance on what needs to be done. Ms. Madarasz will e-mail the address and pictures to Mr. Tupper to

follow up. Ms. Gural-Bear noted that the Township has been working to file letters of interest with Tom Hughes of the State Mitigation Office and DCED on disaster relief funding.

### **HEARINGS & PLANS:**

#### **1. Public Hearing: Decision & Order for Conditional Use Application of 105 Whitford Rd., LLC (Bush Auto Group)**

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to open the Conditional Use hearing for Bush Auto Group. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

Mr. Kilkenney advised that the Township was not seeking any additional evidence or testimony following the hearing on September 27, 2023, and that a Decision and Order has been prepared. Attorney Ryan Jennings was in virtual attendance on behalf of the Applicant. A record was taken by Court Reporter James Finlan.

Ms. Santalucia made a motion, seconded by Mr. Kumbhardare, to close the hearing. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to approve the Decision and Order for the Conditional Use application of 105 Whitford Rd., LLC, as prepared by Alex Baumler and included in the meeting packet. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

### **CONSENT AGENDA:**

Mr. Kumbhardare made a correction to the October 2, 2023, Minutes.

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

- Approval of September 27, 2023, Minutes
- Approval of October 2, 2023, Minutes, as corrected.

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

### **BUSINESS:**

#### **1. Resolution 2023-39 Adopting Updated Emergency Operations Plan**

Ms. Keller advised that the Township's existing Emergency Operations Plan was adopted in 2012 and requires updating. Staff has completed the update to reflect changes within the Township. The Plan conforms to both State and County requirements. Some pages of the Plan were intentionally left out of the public meeting packet as they contain safety-sensitive information.

Ms. Santalucia made a motion, seconded by Mr. Kumbhardare, to adopt Resolution 2023-39 adopting the West Whiteland Township Emergency Operations Plan. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

## **2. Presentation – Township Purchasing Policy Overview**

Mr. Topham presented a brief overview of the Township's Purchasing Policy that outlines the procedure by which the Township obtains goods and services to ensure that purchases are made in accordance with sound financial practices, Township policies, and applicable State statutes.

The Policy contains 4 authorization limits:

- purchases up to \$1,000 require Department Head authorization.
- \$1,000.01 - \$12,200 require approval by the Township Manager or appropriate Department Head and a minimum of three written price quotes.
- \$12,200.01 - \$22,500 require a minimum of three written or telephone price quotes and approval by the Township Manager.
- over \$22,500 requires Board of Supervisor approval and the requirements of competitive bidding as specified in State law.

Mr. Topham reviewed the various types of procurement which include Emergency, Sole Source, Credit Cards & Procurement Cards, and Petty Cash. Cooperative Contracts such as COSTARS and CCIU provide an opportunity to save money. Online procurement methods used include PennBID and Municibid, an online marketplace for government agencies to see directly to the public.

Employees and elected and appointed officials are forbidden from soliciting or accepting gifts.

## **3. 2024 Budget Discussion**

Ms. Gural-Bear reported that the \$2.07 million received in ARPA funds must be encumbered by the end of 2024 and spent by the end of 2026. The Township has used ARPA funding to upgrade technology, support emergency services, and stormwater management projects. Staff proposes to use the remainder of the funds for a contribution to the Vehicle and Equipment Replacement Fund, the Public Works facility, and additional stormwater projects.

Following up on the tax increase discussion at the last Board meeting, Ms. Partridge advised that a 1.125 mill would generate \$2+ Million in additional revenue to the General Fund that could be used to cover current costs. Staff can provide a five-year plan to cover the deficit. Board members were in agreement that small increases annually were preferred over one larger increase. Mr. Dunn said the Board understands that even small increases can be a hardship for residents, but the Township is experiencing increased pricing just like everyone else and needs to be able to maintain all of the many services that it provides to the residents. He assured everyone that the Board will try to keep any increase as low as possible.

Staff will provide more numbers and information at the next Board meeting.

**a. Sustainability Follow-up**

Mr. Williams reviewed the sustainability projects proposed which include providing solar ground array at the new Public Works facility, a solar roof array for the Township building that would offset the current electric bill by approximately 35%, and a structural review (cost of \$11,000) to determine if the roof of the Boot Road House can support a solar array. If not, a ground array is an alternative. Solar could result in savings of \$1,500 per year at Boot Road House and would make a great educational model to show residents the benefits of sustainable energy.

While Staff is looking into grants for these solar projects, Board members agreed that funding should be added to the budget for such projects.

**b. Sewer Operating and Sewer Capital Funds**

Ms. Partridge explained that sewer operating revenue comes from residential and commercial sewer fees. Staff is not recommending an increase in fees next year as expenses remain flat. Mr. Culp said the usual Cured-in-Place Pipe work, I & I investigations, and pump station operation and maintenance will still be completed.

Ms. Partridge explained that in prior years, transfers were made from the Construction fund to the Operating fund to help offset capital costs of the processing plants (DARA and West Goshen Sewer Authority). Since the Construction fund is healthy, Staff is considering not including the processing plant capital costs as part of the Township's Capital costs, but consider it more of an operating cost, so next year DARA and West Goshen invoices for processing and capital would be paid out of the Township's Sewer Operating fund. The Board was in agreement.

Mr. Tupper advised that revenue for the Sewer Construction Fund comes from tapping fees and is used for capital projects. Next year's projects include continuation of the Clover Mill Pump Station Rehabilitation Phase II, Boot Road main replacement project with PennDOT, and beginning rehabilitation of the Grubbs Mill Pump Station.

**c. Solid Waste (Residential Trash & Recycling Collection) Operating Fund**

Staff is recommending no fee increase in the recycling fee, noting that grant funding is up 2%. Ms. Gural-Bear reported that the Recycling Retrievr program was used by over 200 residents this year resulting in recycling over 14,000 lbs. of electronics, 200 lbs. of clothing, and a diversion from the landfill of 15,513 lbs. all of which contribute to the Circular Economy.

Ms. Gural-Bear reported that a company is offering a 100% paid grant to distribute 96-gallon totes to all residents residing in single-family and townhomes to be used for recycling. Board members agreed that this was a good opportunity.

#### **4. Township Park's Wayfinding Signage – Options Discussion**

Mr. Smiley reviewed the results of the survey taken by the Public Services Commission, Friends of the Parks, and the Board of Supervisors on design options for wayfinding signage. The majority preferred Design Option #4. While Board members preferred some features from the other Design Options, they directed Staff to proceed with Design Option #4, but asked for more incorporation of the Township's logo as in Design Option #5.

#### **5. Authorization to Advertise the Sale of Vehicles/Equipment**

Ms. Santalucia made a motion, seconded by Mr. Kumbhardare, to authorize the advertisement and sale on MuniBid of the vehicles and equipment listed in Marty Topham's October 11, 2023, Memorandum:

2016 - Ford Explorer, Police Department. (Condition-Fair)

2017 - Ford Explorer, Police Department. (Condition-Fair)

2018 - Ford Explorer, Police Department. (Condition-Fair)

2007 – Big Tex Double Axle Trailer 7' x 18', Public Works (Condition Fair)

1997 - HGERSELL-RAND 5 TON ROLLER DD-32, Public Works (Condition Fair)

2003 - LESCO AERATOR Public Works, Public Works (Condition Fair)

2001 GRASSHOPPER MOWER MODEL 725, Public Works (Condition Fair)

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

#### **6. Authorization for Township Manager to Sign Reimbursement Agreement for Ship Road Couplet**

Mr. Smiley explained that PennDOT is requiring that the frontage along Route 30 and Ship Road be milled and overlaid. Eli Kahn, the developer of the southern portion of the Couplet, has agreed to do all of the work which will be cheaper and faster than if the Township does the work for its northern portion of the Couplet. The work is estimated to cost \$156,000 of which the Township would reimburse Mr. Kahn an amount not to exceed \$70,000. Mr. Smiley said the project to date is on budget.

Mr. Kumbhardare made a motion, seconded by Ms. Santalucia, to authorize the Township Manager to sign a Reimbursement Agreement with Eli Kahn, Developer, for the Ship Road Couplet work at a cost not to exceed \$70,000.00. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

#### **7. Approval of Township Payment Report for October 11, 2023**

Staff provided answers to Board members' questions. Ms. Partridge advised that there are two checks totaling \$676,000 listed in the Payment Report representing the Township's Minimum Municipal Obligation (MMO) to the Township's pension plans. She further added that the Township has received State aid in the amount of \$495,370.

Ms. Santalucia made a motion, seconded by Mr. Kumbhardare, to approve the Township Payment Report for October 11, 2023. Mr. Dunn called for public comment, and there were none. The motion was unanimously approved.

**8. Township Commission Updates from Board Liaisons**

Ms. Santalucia announced that Friends of the Parks will be hosting a 5-K Run followed by the Township's Craft Fair on November 11. The Historical Commission reviewed the Exton Car Wash project and additions to the Mary C. Howse Elementary School. Recommendations for approval were made for both projects.

**9. Staff Updates**

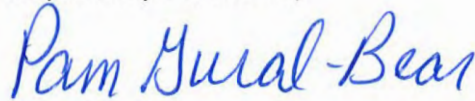
Mr. Weller announced that Patrick Gorman began working for the Township on Monday, as the new Township Planner, and Mr. Culp reported that Carol Zindel, the new Operations Assistant for Public Works, began today.

Mr. Kumbhardare reported that the Greater Philadelphia Cricket finals were played at Exton Park. It was a great event.

**ADJOURNMENT**

The meeting adjourned at approximately 7:52 p.m.

Respectfully submitted,



Pam Gural-Bear  
Recording Secretary