



**WEST WHITELAND TOWNSHIP  
BOARD OF SUPERVISORS**

**BUSINESS MEETING**

Minutes of the first October Meeting

October 12, 2022

**1. Call to Order**

Chairman Rajesh Kumbhardare called to order the first October meeting at 6:35 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  
Scott Ryle, Public Works Director  
Ed Culp, Assistant Public Works Director  
John Weller, Planning Director  
Caroline Partridge, Finance Director  
Matt Deceder, Police Captain  
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, real estate, and litigation.

**APPOINTMENTS:**

**1. Appointments to Historical Commission**

Ms. Santalucia made a motion, seconded by Mr. Dunn, to appoint Lee Ann Embrey to the Historical Commission, term to expire December 31, 2023, and Bradley Roeder to the Historical Commission, term to expire December 31, 2024. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**PUBLIC COMMENT:**

None.

**HEARINGS & PLANS:**

**1. 296 Boot Road Subdivision**

Applicant Brian Troupe and Denny Howell and Amanda Schneider of D.L. Howell and Associates were in attendance. Mr. Weller presented an overview of the plan to subdivide the existing lot located at 296 Boot Road into three lots, one for the existing single-family historic residence and two for development with one single-family detached residence each. The Historical Commission issued a motion recommending approval on May 9, 2022. The Planning Commission reviewed the plan on May 31 and September 6, 2022, and issued a motion recommending approval. Mr. Weller said Staff has no objection to Board action with the recommended conditions outlined in Mr. Weller's October 7, 2022, Memorandum.

In response to questions from Mr. Kumbhardare, the Applicant confirmed that the square footage of the two new homes will be approximately 3,500 square feet each, and each will have its own driveway connecting to Burke Road.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to approve the subdivision and land development plan entitled "Preliminary/Final Subdivision and Land Development Plan of 296 Boot Road" as depicted on the 12-sheet plan set prepared by D.L. Howell & Associates, Inc. dated April 15, 2022, and most recently revised September 13, 2022 (the "Plan"), subject to the 14 waivers and conditions listed here below:

1. The Plan is approved as a Final Plan pursuant to §281-10.D of the West Whiteland Township Subdivision and Land Development Ordinance ("S/LDO").

2. Waiver of §270-29.E(1) of the Stormwater Management Ordinance to allow storm sewer outlets in a front yard, pursuant to comment #1 of the Spotts, Stevens and McCoy ("SSM") review dated September 28, 2022.

3. Waiver of §270-29.E(3) of the Stormwater Management Ordinance to allow storm sewer pipes not less than twelve (12) inches in diameter and downspouts and roof leaders not less than six (6) inches in diameter, pursuant to comment #2 of the SSM review dated September 28, 2022.

4. Waiver of §281-31.A of the S/LDO such that no sidewalks need be provided, subject to the Applicant making a donation to the Township sidewalk fund equivalent to the construction cost of the sidewalk that could be required pursuant to the said Section. Such donation shall be made prior to recording of the Plan at the Office of the Recorder of Deeds.

5. Waiver of §281-36.B of the S/LDO to allow placement of street trees outside of the Boot Rd. right-of-way, pursuant to comment #5 of the Theurkauf Design & Planning ("Theurkauf") review dated August 11, 2022, and comment #4 of the SSM review dated September 28, 2022.

6. Waiver of §281-41.G of the S/LDO to allow individual low-pressure sanitary connections to the public sewer system for Lot #2 and Lot #3 as shown on the plan and pursuant to comment

#6 of the SSM review dated September 28, 2022.

7. The Applicant shall direct additional infiltration testing to demonstrate the suitability of the proposed locations for the stormwater infiltration beds prior to construction on Lot #2 and Lot #3. The "Infiltration Testing Note" on Sheet 5 shall be revised as directed by comment #11 of the SSM review dated September 28, 2022.

8. The grading of Lot #2 along Burke Rd. shall be revised to provide adequate sight distance, pursuant to comment #2 of the McMahon review dated September 28, 2022.

9. Payment of a fee in lieu of preservation of permanent open space of \$8,023.00 pursuant to §281-47.B(2) of the S/LDO. Said fee shall be paid in full at or before such time that the Plan is recorded.

10. Payment of a traffic impact fee of \$4,347.00 pursuant to Township Ordinance No. 427 and comment #3 of the McMahon review dated September 28, 2022. Said fee shall be paid in full at or before such time that the Plan is recorded.

11. All remaining consultant and Staff concerns shall be resolved to the satisfaction of the Township.

12. Execution and recording of the Township's Stormwater Facilities Maintenance Agreement and Landscaping Restrictive Covenant, pursuant to Township practice. If the Applicant makes no material revisions or additions to the standard form of the said documents, then the Board hereby authorizes the Interim Township Manager to sign these forms on behalf of the Township.

13. Execution of a Developer Agreement and a Financial Security Agreement pursuant to Township practice. The amount of such security shall be based upon construction cost estimates for the site improvements, including landscaping, to be provided by the Applicant, which shall be reviewed and deemed sufficient by SSM and Theurkauf Design & Planning. If the Applicant makes no material revisions or additions to the standard form of the said agreements, then the Board hereby authorizes the Interim Township Manager to sign these forms on behalf of the Township.

14. Payment of all outstanding Township invoices within 45 days of the date of final plan approval.

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 September 28, 2022
- Resolution 2022-41 Disposition of Media

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

**BUSINESS:**

**1. Adoption of Ordinance No. 472 Adding Stop Signs on Belvidere Circle**

Mr. Ryle reviewed Mr. Otteni's October 3, 2020, Memorandum. Mr. Baumler explained the legal procedure for adding a stop sign and noted that said procedure was duly followed in this instance.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to adopt Ordinance No. 472 amending Chapter 300, Article II, §300-11 of the West Whiteland Township Code to add stop signs at the two intersections on Belvidere Circle that access Boot Road, effectively making both intersections all-way stops. Mr. Kumbhardare called for public comment. John Myers, resident and President of the Indian King HOA, thanked the Board for their support on this matter. The motion was unanimously approved.

**2. Resolution 2022-42 Affirmation of Acquisition of A.J. Blosenski**

Ms. Keller reviewed her October 6, 2022, Memorandum and explained that the Township's Trash Hauler, A.J. Blosenski, has been acquired by Blythe Recycling and Demolition Site Holdings, Inc. To continue service with the current contract, they have requested an affirmation indicating the continued agreement to the contract following the acquisition. There will be no changes to the terms of the existing contract or to the services provided.

Ms. Santalucia made a motion, seconded by Mr. Dunn, to execute Resolution 2022-42 affirming the continuation of the contract with Trash & Recycling Hauler A.J. Blosenski, Inc. following its acquisition by Blythe Recycling and Demolition Site Holdings, Inc., an affiliate of Waste Connections. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

**3. 2023 Budget Discussion**

**a. Roads & Fleet**

Mr. Ryle presented the proposed budget for Roads & Fleet. Highlights included:

- General supplies – money was added to this throughout the year for in-house signs/repairs, etc. and would like to maintain \$45,000 into the next year
- Purchase curb forms - \$10,000
- Engineering for MS4 requirements and traffic engineering - \$15,000
- Contracted services - \$20,000 which will include tree removal on Whitford Hills Road that is currently pushing through the pavement

Mr. Kumbhardare asked about the 8-ton roller budgeted at \$42,000. Mr. Ryle explained that a smaller roller was sold by the Township earlier this year, but the roller proposed for purchase is larger and will be used to roll in new paving when storm repairs and storm pipe repairs are made.

Mr. Kumbhardare said he believes 2023 will be a tough year financially and cautioned Staff to be very conservative with proposed increases.

#### **b. Liquid Fuels Fund**

Mr. Culp presented the Liquid Fuels budget. Projects proposed to be funded from Liquid Fuels money include:

- Video Detection – this detects when a car pulls up to a traffic signal and triggers a light change
- Drainage projects for 5 problem areas (Quail, Colebrook, Dunsinane, Whiteland Hunt, and Kirkland)
- Increases to the cost of salt and brine noting that this can only be used for roads and not parks per Liquid Fuels restrictions
- Paving projects (Pullman, South Pullman, Bonnie Blink)
- Tar & chip for Spackman & Burgoyne – noting improvements over previous tar & chip materials

#### **c. Parks**

Mr. Culp noted a proposed increase in Overtime for maintenance related to the new parks as well as an increase in Contracted Services to cover mowing of the new park, which will include a once-per-week mowing of the dog park.

The proposed budget for recreational programs was increased to accommodate possible new events planned such as Parade, 5-K Run, and Make-a-Difference Day. Mr. Kumbhardare cautioned Staff again to plan these events carefully as they are costly initiatives and urged seeking partners and sponsors if possible.

#### **d. Equipment Replacement Fund**

New purchases proposed for the Equipment Replacement Fund include the 8-ton roller previously discussed. Mr. Ryle advised that this purchase may well come in at a cost in the mid-30's rather than the \$42,000 budgeted. In addition, a landscape trailer and grass hopper mower are proposed for purchase.

Ms. Partridge said the Equipment Replacement Fund was in good standing until 2030, but recommended with so many unknown financial variables with the economy, that the Board increase the contribution from the General Fund to the Equipment Replacement Fund a little every year.

#### **e. Sewer Fund**

Mr. Ryle advised that there will be a decrease in Overtime with the implementation of SCADA and rehabilitation of the pump stations. In-person monitoring on the weekends will be able to be accomplished remotely.

Rental of a "Right-of-Way" machine at a cost of \$6,500 was proposed to service sewer lines within rights-of-way and in locations currently inaccessible for flushing and root control. Because this type of work only needs to be performed every 4 or 5 years, Mr. Ryle noted that renting the machine was more economical than purchasing it outright. He noted that other municipalities have purchased the machine and found its use did not warrant the cost.

Repair costs for I & I (Inflow and Infiltration) is proposed at \$45,000. The current year's budget contained \$30,000 for grouting pipes and fixing leaks.

#### **f. Technology Fund**

Ms. Gural-Bear sought feedback from the Board on two big technology projects proposed to be funded with ARPA funding. They include Document conversion to digital, ESRI Enterprise License, ESRI Advantage Program, and Caselle conversion back to MUNIS. The document conversion project has already begun this year and is in progress with the planning documents currently at the scanning company. To date \$39,000 will be spent this year (\$20,000 already paid) and \$121,000 is proposed to be paid next year. Mr. Kumbhardare was concerned that given the slow pace of the project, it might not be completed in time to meet ARPA requirements. Ms. Gural-Bear assured that the pace will pick up and that Staff is monitoring the issue. Once digitized, the documents will be fully searchable. Board members asked about security once the documents are digitized. Ms. Gural-Bear explained that Office 365 (Government version) is fully secure and backed up to the Cloud, multi-factor authentication is in place on many platforms, there is 24/7 monitoring by SSI, and password vault will be implemented by the end of the year.

The ESRI Enterprise License (\$27,500) is an unlimited license for all employees (more economical than purchasing individual licenses) and ESRI Advantage Program (\$68,000) consolidates the different uses currently served by multiple platforms (such as work orders, facility reservations, online permitting) under one system.

Ms. Santalucia asked why Staff was recommending conversion from Caselle back to MUNIS. Ms. Partridge explained that Caselle is a data base, where as MUNIS is an accounting platform that is more compatible with the needs of the Township.

Ms. Gural-Bear said the remainder of the Technology Budget remains flat with the exception of a small increase in the Police Department. CODY will be moving to the Cloud. Currently most of the software is in the Cloud, but there are still some hardware servers on the premises.

Mr. Kumbhardare asked about the annual subscription rates for the various work order systems and directed Staff to eliminate all but one system. Ms. Gural-Bear said Staff will look at the matter and come back with a streamlined budget.

#### **4. Approval of Township Payment Report for October 12, 2022**

Staff answered questions from Board members.

Mr. Dunn made a motion, seconded by Ms. Santalucia, to approve the Township Payment Report dated October 12, 2022. Mr. Kumbhardare called for public comment, and there were none. The motion was unanimously approved.

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

Ms. Santalucia reported that the Historical Commission recommended approval of the Cross Gables plan to make the exterior door on the main house ADA compliant, and recommended approval of the CPC Westrum plan to construct a 150-unit Personal Care Facility at 50-70 W. Boot Road, noting that the Applicant implemented the Commission's requested modifications to the parking lot areas.

Ms. Santalucia also reported on her attendance at the PSATS regional forum attending a session on social media and recruitment and retention of EMS personnel and fire fighters, noting a severe shortage of volunteers.

Mr. Dunn reported that the Public Services Commission received an overview of the Retrievr program that has been operating in the Township for about six months, and members shared feedback on the Total Recycle tour that they attended in Birdsboro.

Mr. Kumbhardare advised that the Planning Commission reviewed a conditional use plan for a commercial building to be used for various salon services to be located at 321 N. Pottstown Pike. A review of Graver's Road Advertising plan to construct a billboard on the Rt. 30 Bypass was also scheduled, but the Applicant requested removal from the agenda. The Applicant had requested relief from the height restrictions at a hearing before the Zoning Hearing Board but was denied relief.

## **6. Staff Updates**

Mr. Weller reported that he, Justin Smiley, and Caroline O'Conner attended the Pennsylvania Chapter of the American Planning Association annual conference in Lancaster. Mr. Weller and Mr. Smiley gave a presentation on "Suburban Centers" that was so well received, they have been asked to give a repeat performance at the national conference next year in Philadelphia.

Mr. Culp advised that construction is progressing on the restrooms at Exton Park with the roof framing complete and work on the inside plumbing currently underway.

Ms. Gural-Bear announced that DCNR is planning a press conference at Exton Park in November to announce the grant award. She will advise when the specific date has been set.

Captain Deceder said plans continue moving forward for the 50<sup>th</sup> Anniversary celebration of the West Whiteland Township Police Department. Also, newly-hired Officers will soon be finishing their one-year probation period.

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**ADJOURNMENT**

The meeting adjourned at approximately 8:03 p.m.

Respectfully submitted,



Pam Gural-Bear  
Recording Secretary