

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING
Township Municipal Building, Stokes Assembly Hall, 1039 Wilmington Pike, Westtown
August 4, 2008 7:30PM

In **attendance** were Supervisors, Thomas Foster Chair. Carol R. De Wolf, Vice-Chair, and Police Commissioner Charles P. Barber; Township Manager Robert Layman; Township Building Inspector John Wilson; Township Roadmaster Mark Gross; Parks Advisory Group Chairman Leonard Tehrani; and Oakbourne Mansion Commission Vice Chair Michelle Gifford. There were five guests in attendance.

I. Call to Order.

As there was a quorum present Chair Thomas Foster called the meeting to order at 7:30PM and led those present in the Pledge of Allegiance.

II. Approval of Minutes (July 21, 2008 Regular Meeting).

Mr. Barber made a motion, seconded by Mr. Foster, to approve the minutes of the July 21, 2008 regular meeting (Ms. De Wolf was not in attendance at the July 21st meeting). Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the minutes as presented.

III. Departmental Reports.

A. Township Building Inspector John Wilson.

Mr. Wilson reviewed the July Building Report. He stated that he is continuing to monitor the recycling throughout the Township and is finding that there are very few properties that do not have recycling out on their trash collection day.

Township Roadmaster – Mark Gross.

Mr. Gross reported that the Township's paving project, line painting and intersection marking have been completed. He stated that trees were trimmed that were interfering with traffic signals on Route 926. The cost for the tree work is shared with Thornbury Chester County. He also stated that the rebuilt pump for Pleasant Grove Pump Station was installed on Friday and is working well. If it continues to work well the second pump will be pulled for inspection. Mr. Barber asked the cost of rebuilding the pump. Mr. Gross responded that he did not have the final costs. The seals had failed but they were under warranty. The Department has been working at Oakbourne Park installing new picnic tables and manicuring of grounds.

B. Township Planning Commission.

Mr. Layman stated that as there were no agenda items the July 23rd Planning Commission meeting was canceled and for the same reason the August 6th meeting is canceled.

C. Parks Advisory Group – Leonard Tehrani.

Mr. Tehrani reported on the August 1st Parks Advisory meeting. They discussed the July 11th movie night which was a success. Prepackage food was sold but they would like to be able to have fresh popcorn. Also discussed was continuing the walking trails throughout the Township as this is a request from residents. Mr. Tehrani said this would be done in phases and will discuss this with the Chester County Planning Commission. Mr. Tehrani stated there will be another movie night this Friday, August 8th and a dog show is planned for September 13th. There has been a good response to the dog show. They are looking for sponsors for these events and have received a call from someone who would co-sponsor the dog show. Mr. Foster asked the cost of the movie night. Mr. Tehrani responded that the cost for MovieTron is \$550.00. He stated that there was a sponsor for the banner.

Mr. Foster said the Board has not seen a budget for these events and would like to see one before the event is held as this is the way all groups operate. He also asked that they prepare a budget for 2009 and present it to Mr. Layman in the near future. Ms. De Wolf said Parks Advisory has good ideas but they need a master plan. She also stated that the budget does not have to be extensive but they need to do this. Mr. Tehrani asked if the Board members would judge the dog show. Mr. Foster responded that he would be available to do this.

D. Oakbourne Mansion Commission – Michele Gifford.

Mrs. Gifford stated that an open house is planned for the Mansion on Sunday, August 10th. The purpose of the open house is to look for volunteers who would have an interest in the Mansion and would be willing to be on a committee. This has been advertized in the Daily Local News, Town Talk and sent to the Township email list. Mrs. Gifford asked for funding for this event in the amount of \$50.00. Mr. Foster advised her that the Commission does have a Marketing Budget for 2008. He also commented on the good turn out the Commission had at their last meeting. Mrs. Gifford stated that it was a productive meeting and that they will be concentrating on corporate rentals which should bring in good revenue. She presented to the Board a proof of a postcard, which they would like to mail/email to businesses. The postcard shows pictures of how the Mansion would look for a corporate event and contact information. They would like to move forward to have these printed. As Verizon is already available and it is important for corporate events to have wireless internet access they would like to have the first floor connected to this service. Mrs. Gifford said they would like the Township to help them get ready for corporate events by supplying the items needed such as table and chairs and doing some necessary repairs. A discussion was held concerning what tables and chairs are now available in the Mansion and the problem of damage to the floors if the chairs do not have the proper "feet". Mr. Foster asked if they had any costs for what they are suggesting. Mrs. Gifford responded not at this time but said she was asking for approval to move forward with printing the cards. Ms. De Wolf suggested visiting the Chester County Economic Development Council to see how they handle the rental of their meeting room. Mrs. Gifford said there are some concerns with how things are handled at the park and she feels guidelines need to be established as various groups are involved with the park. The Commission felt that the Water Tower would be a good location for brides to have pictures taken but the recent weeding at the Water Tower has changed this. Mrs. Gifford suggested that there needs to be one person that all groups are accountable to. Mr. Layman said that he is aware of this and has been working on a proposal for the Boards approval. Mr. Foster said he agreed and would work with Mr. Layman on this issue. Ms. De Wolf said that this is a Township Park not a manicured country club. Mrs. Gifford said that Friends of Oakbourne have a tree planted in a location that would be good for a tent for a wedding. Ms. De Wolf said that there is a forestry planting schedule in place. She stated that there is a mixed use for the park not only weddings. Mr. Barber stated that the tree planting schedule was in place prior to the Oakbourne Commission. Mr. Layman said there are four groups involved in Oakbourne Park and an effort has to be made to coordinate the responsibilities of each group.

Mrs. Foster thanked Mrs. Gifford for all her work on the upcoming open house and hopes that everyone present would attend. She stated that Mrs. Barber has prepared a wish list for things that need to be done in the Mansion. She reiterated what Mrs. Gifford said concerning a chain of command for the park. She also stated that in the future a paid event planner would be needed. They could be salaried or work on commission. Mrs. Foster said she will be meeting with Ted Pace to discuss corporate packages for Christmas parties.

Mr. Tehrani advised Mrs. Foster he has the name of an event planner that he would give to her. He stated that Parks Advisory could obtain estimates for any landscaping needed at the park. Mr. Foster said this would be one of the items he and Mr. Layman will be working on.

Mr. Wilson reported on the Water Tower. He stated that he had met with Patrick McDonough and Mr. Gross was correct that the bricks are spading. Mr. Wilson asked for direction from the Board to have the repairs done before the onset of cold weather.

IV. Public Comment Non Agenda Items.

Howard Sunwell, President, Board of Trustees West Chester Library, and Victoria Dowell, Library Director, were in attendance.

Mr. Sunwell, as Westtown is part of the service area of the West Chester Library, gave a report on the current status of the Library. The renovations to the library have provided the library with the means to give more services to its members. The overall circulation this year was up 12% this year and 34 % from five years ago. Mr. Sunwell stated that they have hired a part time teen coordinator and are now providing programs for this age group such as game night, movie nights and a coffee house night. The teen circulation is up 30%. They have 800 children in the summer reading program of which 16% are Westtown residents. Mr. Sunwell discussed funding of the library. He stated that 2/3 of their funds are from taxable sources and they receive matching funds from the State. There are six communities that they serve which includes West Chester Borough. Ideally they would like to receive a \$1.00 for every resident in the Township, which would be \$10,000 from Westtown. Mr. Sunwell appealed to the Board of Supervisors to consider the library for their 2009 budget. Mr. Barber asked what they receive from Westtown from voluntary solicitations. Ms. Dowell said that they send letters to 5,000 card holders but she has never broken down what is received from each Township. The annual appeal brings in \$13,000 - \$15,000 a year. Mr. Foster thanked them for attending. Ms. De Wolf stated that the Township has \$5,000 in the 2008 budget and are considering who will receive this support. She said she is recommending the library receive this funding. Mr. Foster said the Board will consider this.

V. Old Business.

A. Adopt Resolution 2008-4 Pay off of Sewer Revenue Bond of 1997.

Mr. Foster stated that the Board is allocating funds, in the amount of \$417,000.00, from the sale of the old Township/Police building to pay off the Sewer Revenue Bond of 1997. He stated the Township Auditor has approved the bond payoff.

Ms. De Wolf made a motion, seconded by Mr. Barber, to adopt Resolution 2008-4 Pay off of Sewer Revenue Bond of 1997. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the resolution.

VI. New Business.

A. Approve Amendment to American Water Agreement.

Mr. Foster stated that American Water does the sampling for the Westtown-Chester Creek Plant. Mr. Layman said they also provide backup service at the plant. He stated that this amendment is to consolidate the billing for both these services. There is no increase in price.

Ms. De Wolf made a motion, seconded by Mr. Barber to approve the amendment to the American Water Agreement. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the agreement amendment.

A. Approve Installation and Maintenance Agreement for an On-Lot Septic System 1026 Carolyn Drive.

Mr. Foster stated this is being required by the Chester County Health Department as the Township will be starting the On-Lot Management program in the near future.

Ms. De Wolf made a motion, seconded, by Mr. Barber, to approve the Installation and Maintenance Agreement for an On-Lot Septic System at 1026 Carolyn Drive. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors approved the agreement.

VII. Public Comment (all topics)

Mr. Foster announced that the 2008 Police Academy will be held commencing on September 8th. Applications are available at the Police Station and Township Office. .

VIII. Payment of Bills.

Ms. De Wolf made a motion, seconded by Mr. Barber, to approve payment of the bills. The Board of Supervisors unanimously approved payment of the bills as presented.

IX Adjournment.

On the motion of Ms. De Wolf, seconded by Mr. Barber, the meeting was unanimously adjourned at 8:35Pm.

Respectfully Submitted,

Robert Layman,
Township Manager