

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING
Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown
Monday, December 19, 2016 at 7:30 PM

In attendance were: Chair Carol De Wolf, Vice Chair Tom Haws, Police Commissioner Mike Di Domenico, Township Manager, Rob Pingar, Chief Brenda Bernot, and Township Solicitor Patrick McKenna. There were 5 guests present.

I. **Pledge of Allegiance & Call to Order**

Ms. De Wolf led the Pledge of Allegiance, and called the meeting to order at 7:42 PM. She asked if anyone was recording the meeting. There was no response.

II. **Approval of Minutes (December 5, 2016 Regular Meeting)**

Mr. Haws made a motion to approve the December 5, 2016 Board of Supervisors regular meeting minutes. Mr. Di Domenico seconded the motion, and then requested a correction under the Planning Commission section, correcting Mr. Rodia's name. He also asked for an edit in the Public Comment All Topics section. The minutes were approved with edits.

III. **Workshop Meeting Summary (December 19, 2016)**

Ms. De Wolf stated that the Board workshop included an Executive Session on personnel. They also interviewed an applicant for the Historical Commission vacancy, and discussed the 2017 budget. She stated that the Board would be reconvening in Executive Session after the regular meeting to continue their discussion on personnel matters. There were no questions regarding the workshop.

IV. **Departmental Reports**

A. **Westtown East Goshen Police (WEGO) – Chief Brenda Bernot**

Chief Bernot reminded residents that the police blotter, which summarizes significant activity is available on the WEGO website (www.westtownpolice.org). She also provided these holiday safety tips:

- Don't drink and drive, or allow friends to do so.
- Buckle up, and make sure all passengers are buckled
- Practice proper vehicle maintenance – cold weather affects tire pressure
- Do not leave burning candles unattended
- Clean your chimney annually
- Keep fresh trees watered
- Check Christmas lights for shorts and never put light cords under rugs

The Chief also expressed thanks all the residents who have stopped in to drop off holiday treats to show their support and appreciation for the service the department provides.

There were no comments or questions.

B. **Township Solicitor – Patrick McKenna**

Mr. McKenna stated that it has been a relatively quiet month. His office has monitored the Crebilly project, and also reviewed the contract with the new building code official.

There were no questions or comments.

C. Planning Commission (PC) – Brent Whitig

Mr. Whitig was not present, so Mr. Pingar delivered the report. Although he was not at the December 7 PC meeting, Mr. Pingar stated that the commission extensively discussed the Westtown Woods (Papenfuss) subdivision, but ultimately decided not to act on the application at that meeting. The applicant will attend the next PC meeting to address concerns regarding easements for a retaining wall on the new road off Jacqueline Drive, and other issues. Mr. Haws stated that he would not approve the application without an easement. Construction access off Rt. 202 is also an issue. Once the initial grading is complete, all further construction traffic will be off Jacqueline Drive.

Mr. Pingar stated that he did attend the second Toll Brothers/Crebilly meeting at Stetson Middle School on Thursday, December 15. The meeting went from 6:30-10:30 and was very well attended. The historical aspects of the farm were presented. The dates for the next Planning Commission Toll Brothers meetings are Tuesday, January 10 and January 24 at Rustin High School.

There were no questions or comments.

V. Public Comment Non Agenda Items

There was none.

VI. Old Business

There was none.

VII. New Business

A. Historical Commission Appointment

The Board met with Paul Mullin during their workshop. Mr. Haws made a motion to appoint Paul Mullin to the Westtown Township Historical Commission for a three-year term expiring December 31, 2019. Mr. Di Domenico seconded the motion. There was no public comment and the motion was approved.

B. 2017 Westtown Township Budget

The 2017 township budget total is \$11,367,641. Ms. De Wolf noted the following budget highlights:

1. The 2017 budget is presented with no tax millage increase.
2. No increases in sewer user fees or trash service fees are included.
3. Westtown's budget obligation to WEGO Police is \$3,094,426, which is a 10.6% increase. Public Safety represents 37% of the Operating Budget.
4. The 2017 Road Maintenance Program allocation is \$1,015,000 (\$665,000 General Funds & \$350,000 Liquid Fuels.)
5. Engineering fees for the Road Program is increased from \$40,000 to \$60,000.
6. The Adaptive Traffic Signal Rt. 3/Grant is allocated \$21,600. The total project will span two years at a cost of \$309,000 with a 50% reimbursement. The 2017 budget revenue/expense represents the design portion only.
7. MS4 Special Engineering Services is increased from \$24,000 to \$50,000.

8. The Planning Commission was allocated a \$50,000 budget for consultants in anticipation of the Crebilly Farm land development.
9. Consulting for the Comprehensive Plan Update is estimated to be \$25,000 (50% reimbursement from Chester County at the conclusion.)
10. \$500,000 has been allocated for various government buildings and park projects. This will be funded by the Capital Reserve.
11. Sewer Collection System Capital Improvement Program expenses for 2017 are estimated to be \$722,960, which will be funded by the Wastewater Reserve Fund.

Mr. Haws made a motion to adopt the 2017 Westtown Township budget. Mr. Di Domenico seconded the motion.

Mr. Haws then commented on the cost of the On Lot Sewage Management Program (SMP), requesting that the cost of administering the program be closely monitored in 2017 to ensure that the fee is sufficient to fund the program. Mr. Di Domenico added that the topic was discussed extensively in the workshop. He feels the program has been mismanaged and stated that he would not support an increase in the SMP fee.

Ms. De Wolf did not agree that the SMP has been improperly managed. Rather, she felt that budget allocations need to be closely monitored. Mr. Haws said that the program ran a \$12,900 deficit this year and is projected to run at a loss next year. Mr. Haws agreed with Ms. De Wolf that the costs of both the SMP and public sewer need to be accurately accounted for to ensure proper allocation, so the SMP fee can be adjusted if necessary.

Mr. Haws noted that the township is passing a balance budget with no tax increase, with a robust road maintenance program, and capital improvements for buildings, parks, and wastewater treatment, even with the 10.5% increase in police costs. The Board thanked Joanne Grube for all her work putting the budget together.

There was no further comment and the motion to adopt the 2017 budget was approved.

VIII. **Announcements**

Ms. De Wolf made the following announcements:

1. The Parks & Recreation Commission has two vacancies. Appointments are for a term of 5 years. Interested Westtown residents should send their resume and letter of interest to Township Manager, Rob Pingar.
2. Five residents have volunteered to serve on this committee to aid the Board of Supervisors in the design and location of memorial to Westtown Veterans. The memorial will include the Taylor Family Revolutionary War Memorial Markers. The committee consists of:
 - Dave Walter (Historical Commission)
 - Jen Masiko (Parks & Recreation Commission)
 - Rick Brown (Friends of Oakbourne)
 - Tim Farrell (retired Navy)
 - Jack Pellicciotti (retired Army)

IX. **Public Comment on All Topics**

There was none.

X. **Payment of Bills**

Mr. Haws made a motion to the General Fund bills in the amount of \$1,362,703.03. The motion was seconded by Mr. Di Domenico. There was no public comment and the check register was approved.

XI. **Adjournment**

Mr. Haws made a motion to adjourn the meeting, seconded by Mr. Di Domenico. The meeting adjourned at 8:09 PM.

Respectfully submitted,

Robert R. Pingar
Township Manager