

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REORGANIZATIONAL MEETING
Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown
Tuesday, January 3, 2017 at 7:30PM

In attendance were: Carol DeWolf, Mike Di Domenico, Tom Haws, Township Manager Rob Pingar, Director of Public Works Mark Gross, Planning Commissioner Dick Pomerantz, and Historical Commissioner Erica Reilly. There were 3 guests present.

I. Call to Order.

Ms. De Wolf called the meeting to order at 7:38 p.m. and led those present in the Pledge of Allegiance. She asked for a nomination of temporary chair to take nominations for chair. Mr. Di Domenico nominated Ms. De Wolf as temporary chair. Mr. Haws seconded the motion. The motion passed.

II. Nomination of Board of Supervisors Chair

Ms. De Wolf made a motion to nominate Mr. Di Domenico as Chair of the Board. Mr. Di Domenico seconded the motion. Mr. Haws asked when this was decided. He stated that the Chair position normally rotates and he was up for Chair last year, but at the reorganization meeting last year, the Board agreed to defer his Chairmanship until this year. He added that tonight's workshop meeting in which the agendas are normally discussed was cancelled at the last minute. Ms. De Wolf stated that she had made a nomination that she felt was best, and it had been seconded. There was no further discussion, and the motion was approved. Chair Di Domenico then took over the meeting.

III. Nomination of Board of Supervisors Vice Chair

Mr. Di Domenico made a motion to nominate Carol De Wolf as Vice Chair. Ms. De Wolf seconded the motion. Mr. Di Domenico asked for any other nominations or comments. There was none, and the motion was approved.

IV. Nomination of Police Commissioner

Ms. De Wolf nominated Tom Haws as Police Commissioner. Mr. Di Domenico seconded the motion. Mr. Haws stated that his work schedule makes attending daytime Police Commission meetings difficult. There was no other comment, and the motion was approved 2-0, with Mr. Haws dissenting.

V. Nomination for PSATS Annual Conference Voting Delegate

Mr. Haws nominated Mr. Di Domenico as PSATS Annual Conference Voting Delegate. Ms. De Wolf seconded the motion. There was no comment, and the motion was approved.

VI. Nomination for Supervisor Representative to West Chester Area Council of Governments

Mr. Di Domenico made a motion to nominate Carol De Wolf as Representative to the West Chester Area Council of Governments. Mr. Haws seconded the motion. There was no comment, and the motion was approved.

VII. Appointments

Mr. Haws made a motion to approve the list of appointments A - X:

- A. Township Manager - Robert Pingar, P.E.
- B. Township Secretary - Robert Pingar, P.E.

- C. Township Treasurer - Robert Pingar, P.E.
- D. Right to Know Officer - Robert Pingar, P.E.
- E. Zoning Officer - Christopher Patriarca, AICP
- F. Assistant Zoning Officer - Travis DeCaro, SEO
- G. Director of Finance - JoAnne Grube
- H. Director of Public Works - Mark Gross
- I. Trash & Recycling Coordinator - Pam Coleman
- J. Emergency Management Coordinator – Don Verdiani
- K. Vacancy Board - Joseph Stratton
- L. Township Solicitor - Gawthrop Greenwood, PC, Patrick McKenna, Esq.
- M. Township Planning Commission Solicitor – Buckley, Brion, McGuire & Morris LLP, Kristin Camp, Esq.
- N. Township Engineer - McCormick Taylor, Inc., Kevin Matson, P.E.
- O. Township Traffic Engineer - McCormick Taylor, Inc., Andrew Parker, P.E., PTOE
- P. Township Sewer Engineer - Carroll Engineering Corporation, William Malin, P.E.
- Q. Stormwater Management Engineer – Cedarville Engineering Group, LLC, April Barkasi, P.E.
- R. Planning & Zoning Consultant - Brandywine Conservancy, John Snook, AICP
- S. Auditors - Mingis Gutowski & Company
- T. Township Planning Commission Reappointment – Elaine Adler, 4-year term ending December 31, 2020
- U. Township Parks & Recreation Commission Reappointments – Jennifer Masiko, Seamus Lavin, Donel Menke, Ida Sterns Fritsche, 5-year terms ending December 31, 2021
- V. Historical Commission Reappointments – David Walter, Gail Guterl, Daniel Campbell, 3-year terms ending December 31, 2019
- W. Zoning Hearing Board Reappointments – David Scaggs, Laura Scanlon, 3-year term ending December 31, 2019
- X. Zoning Hearing Board Solicitor – Ron Agulnick, Esq.

Mrs. De Wolf seconded the motion. There was no comment, and the motion to approve the appointments was approved.

VIII. Appointment of Depositories

Ms. De Wolf made a motion to approve the list of appointments of depositories:

- A. Key Bank, N.A. - Operating & Sewer Fund
- B. Key Bank Private Client Investment Services
- C. Boenning & Scattergood
- D. Fulton Financial

Mr. Haws seconded the motion. There was no comment, and the motion to approve the list of depositories was approved.

IX. Township Holidays

Mr. Di Domenico announced that the Township office will be closed on the following official holidays in 2017:

- Monday, January 2 - New Year's Day (observed)
- Monday, January 16 - Martin Luther King Day
- Monday, February 20 - Presidents' Day
- Friday, April 14 - Good Friday
- Monday, May 29 - Memorial Day
- Tuesday, July 4 - Independence Day
- Monday, September 4 - Labor Day
- Thursday & Friday, November 23 & 24 – Thanksgiving

Monday & Tuesday, December 25 & 26 - Christmas

Mr. Di Domenico made a motion to accept the 2017 holiday schedule. Ms. De Wolf seconded the motion. There was no comment, and the motion was approved.

X. Meeting Dates

Mr. Di Domenico reviewed the Township meeting schedule. As required, public notice of these meetings was advertised.

A. Board of Supervisors:

First and third Monday of the month, with exception of MLK, President's Day, and Labor Day. The Board will meet on Tuesday following these holidays. The second and fourth Monday of each month is reserved for business of the Board as needed. Board meetings are held at the Township building at 7:30 p.m.

B. Planning Commission:

First Wednesday of the month, following the Board of Supervisors meetings, and third Wednesday of the month, if necessary. Planning Commission meetings are held at the Township building at 7:30 p.m.

C. Parks and Recreation Commission:

Second Tuesday of the month - 7:00 p.m. at the Oakbourne Mansion.

D. Historical Commission

Third Thursday of the month – 6:00 p.m. at the Township Building

Mrs. De Wolf made a motion to approve the township meeting dates. Mr. Haws seconded the motion. There was no comment, and the motion was approved.

XI. Board of Auditors Organizational Meeting

Mr. Di Domenico announced that the auditors meeting will be January 4, 2017 at 5:00 p.m., at the Township Municipal Building, 1039 Wilmington Pike, West Chester. Ms. De Wolf asked if the third auditor vacancy has been filled. Mr. Pingar stated that it has not, but he has been communicating with a resident who may be interested in running. Mr. Haws stated that this is an elected position. There are currently two auditors who both need to run for re-election this year, but this is simply an announcement of their organizational meeting.

XII. Adjournment

Mrs. De Wolf made a motion to adjourn the meeting. Mr. Haws seconded the motion. The meeting adjourned at 7:48 p.m.