

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING
Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown
Monday, May 1, 2017 at 7:30 PM

In attendance were: Chair Mike Di Domenico, Vice Chair Carol De Wolf, Police Commissioner Tom Haws, Finance Director JoAnne Grube, Historical Commissioner Ray Sarnacki, Planning Commissioner Scott Yaw and Township Engineer Kevin Matson. There were 5 guests present.

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

Mr. Di Domenico led the Pledge of Allegiance and called the meeting to order at 7:30 p.m. He asked if anyone was recording the meeting. No one responded.

Mr. Di Domenico mentioned that Township Manager Rob Pingar could not make it to the meeting tonight due to illness.

II. **Approval of Minutes (April 17, 2017)**

Mr. Di Domenico asked for a motion to approve the Board of Supervisors meeting minutes of April 17, 2017. Ms. De Wolf stated she did not believe the minutes accurately captured what she stated in response to Mr. Cahill's concerns about development. Mr. Di Domenico and Mr. Haws stated that they thought the minutes were accurate. The Board decided to table approval of the minutes until the recording could be reviewed.

III. **Workshop Meeting Summary (April 17, 2017)**

Mr. Di Domenico stated that they discussed the 2017 Road Maintenance bids during their workshop session and also met with Carolyn Comitta, who will be talking about constituent services tonight. Mr. Haws added that they discussed the East Bradford Township Official Map Amendment and police matters.

There were no questions regarding the workshop.

IV. **Presentation by State Representative Carolyn Comitta**

Representative Comitta provided information on constituent services and PennDOT's regional plans. She discussed the recent open forum she hosted with PennDOT which was held at (?) Middle School. This was well received and she thanked Mr. Haws for attending. She provided the location of her new office in West Chester Borough in the old Biddle Street Elementary School which was converted to offices on the first floor with apartments above. She acknowledged the recent PA Small Water and Sewer Grant awarded to Westtown Township in the amount of \$210,975 for the reconstruction of the Kirkwood Pump Station. She offered her assistance in future grant submissions.

V. **Departmental Reports**

A. **Public Works – Mark Gross**

Mr. Gross was not present. Mr. Haws stated that the Public Works Department was preparing for the upcoming road paving program by replacing manhole frames as well as completing various other park projects.

There were no other comments or questions.

B. **Historical Commission (HC) – Ray Sarnacki**

Mr. Sarnacki reported that the HC proposed three sites to the Board of Supervisors for the placement of the Veteran's Memorials. Mr. DiDomenico stated that the Board members would be visiting the sites shortly.

The HC is gathering information and photos for an interpretive sign at Rustin Walk to commemorate the history of that land. They have met with Mr. Marshall Jones and his daughter who provided valuable background on the property. He indicated that the developer has generously pledged funds for the sign.

Mr. Sarnacki discussed the progress of the Westtown Day planning and announced that it will be held on October 1st. The HC plan to have a children's archaeological dig, tours of the Oakbourne Mansion and other activities.

Dave Walter will be lecturing on the History Train which leaves from the West Chester Railroad on Saturday, June 3rd.

There were no other comments or questions.

C. Planning Commission (PC) – Scott Yaw

The PC meeting was cancelled.

D. Board of Supervisors – Mr. DiDomenico

Mr. DiDomenico gave a brief description of the PA State Association of Township Supervisors (PSATS) Annual Conference held in Hershey. Each Board member provided a synopsis of the seminars they attended.

There were no other questions or comments.

VI. Public Comment Non Agenda Items

Kathy Di Domenico reported on the workshops she attended at the PSATS conference. She requested changes to the website for the placement of the On Lot routine inspection forms for Phase 1 as well as an update of the table to include re-inspections. She also thought the banner could be more prominent with the Phase 1 inspection due date.

There was no other public comment.

VII. Old Business

A. Fire Insurance Claims Insurance Ordinance

This ordinance requires insurance companies to establish a defined escrow with the Township in order to recover costs incurred by the Township in the mitigation of health/safety/welfare issues associated with fire events. It also allows the township to collect unpaid taxes or utility bills. The board authorized advertisement of this ordinance at their April 17 workshop and it was advertised in the Daily Local News on Monday April 24, 2017.

Ms. De Wolf made a motion to approve the Fire Insurance Claims ordinance, Chapter 99 of the Code of Westtown. Mr. Haws seconded the motion. There was no public comment and the motion was approved.

VIII. New Business

A. 2017 Road Maintenance Contract

The township engineer, Kevin Matson has reviewed the four bids received for the 2017 Road Program and has determined that Innovative Construction Services, Inc. (Inncon) was the lowest responsible bidder at \$963,729 for the base bid and all six add alternates. He recommended that the contract for this project be awarded to Inncon.

Ms. De Wolf made a motion to award the 2017 Road Program contract for the Base Bid and six Add Alternates to Innovative Construction Services in the amount of \$963,729. Mr. Haws seconded the motion. There was no public comment and the motion was approved.

B. Westtown Marketplace – Escrow Release #1

McCormick Taylor has evaluated the escrow release request and recommended the Board approve the release in the amount of \$109,743.51 to Brandolini Company. (not sure who made the motion or seconded it.) There was no public comment and the motion was approved.

IX. Announcements

Mr. Di Domenico made the following announcements:

1. Board of Supervisors Conditional Use Hearing - Crebilly Tract/Toll Brothers – May 23, 6:00 pm at Rustin High School
2. Comprehensive Plan Update Task Force Meeting – Thursday, May 10, 2017, 7:00 pm at Township Building
3. Township office will be closed Memorial Day, Monday May 29, 2017
4. Westtown Day will be held on October 1st
5. The West Chester History Train event will be held on Saturday, June 3rd

X. Public Comment on All Topics

There was no other public comment.

XI. Payment of Bills

Mr. Haws made a motion to approve the General Fund bills in the amount of \$281,131.29, Wastewater Fund bills in the amount of \$7,043.04, and Capital Projects fund bills in the amount of \$2,619.46, for a grand total of \$290,793.79. The motion was seconded by Ms. DeWolf. There was no public comment and the check register was approved.

XII. Adjournment

Mr. Haws made a motion to adjourn the meeting, seconded by Mrs. De Wolf. The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Robert Pingar
Township Manager