

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, October 2, 2017 at 7:30 PM

In attendance were: Chair Mike Di Domenico, Vice Chair Carol De Wolf, Police Commissioner Tom Haws, Director of Public Works Mark Gross, Historical Commissioner Gail Guterl, and Planning Commissioner Jack Embick. 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 7:40 p.m. He asked if anyone was recording the meeting. No one responded.

II. Approval of Minutes (September 18, 2017)

Ms. De Wolf made a motion to approve the Board of Supervisors meeting minutes of September 18, 2017. Mr. Haws seconded the motion. There were no questions or comments. The minutes were unanimously approved.

III. Workshop Meeting Summary (October 2, 2017)

Mr. Di Domenico stated that the Board discussed the Brewer two-lot subdivision, which is on tonight's meeting agenda. They also discussed a draft amendment to the township's Signs Ordinance, and the Agricultural Security Area (ASA) renewal.

The Board also informally discussed several items that were not on the Workshop agenda, including Westtown Day and the abandoned AME Cemetery. Mr. Haws also reported that he will be attending a West Chester Area School District (WCASD) Hazardous Emergency Response Plan meeting on October 12th. Mr. Haws is working with the school district to address major deficiencies in emergency radio signal strength in public schools, which could be addressed by installing bi-directional signal amplifiers. The Board has also asked the Planning Commission to work on developing an ordinance that would require bi-directional amplifiers in all large buildings in the township such as schools, churches, and apartment complexes. He stated that while the township does not want to act like "big government," this issue is paramount to the life-safety of township residents and our emergency response personnel.

Mr. Haws added that the Board discussed the Comprehensive Plan Update budget, but tabled the discussion until additional information can be provided. The Board also discussed delinquent false alarm fines.

There were no additional comments or questions regarding the workshop.

IV. Departmental Reports

A. Public Works – Mark Gross

Mr. Gross stated that the 2017 Road Maintenance Program is complete, and the long lines on the roads have been repainted, as needed, throughout the township. He mentioned that the repaving on Route 926 is being done by PennDOT. He reported that PennDOT informed him that it will be about 3 weeks before the line painting at intersections on 926 will be completed.

The department has been working on parks and open space maintenance, regrading all the stone walking trails at Oakbourne Park and the parking lot at the athletic fields, and assisting with preparations for Westtown Day. The boiler at the mansion had its annual service and inspection. The switch from oil to gas continues to bring significant cost savings.

Department personnel attended a PECO safety seminar, covering procedures in situations such as gas line safety during excavation work and dealing with downed trees on electrical wires. The crew also inspected emergency lights and fire extinguishers in all township facilities.

The department repaired some sinkholes around stormwater inlets on Matlack Street, and cleared overgrown vegetation from several flow channels. The wastewater crew poured a new concrete flow-channel in a manhole on Wickerton Drive to help prevent grease accumulation that is coming out of Westtown Marketplace.

Future projects include fall leaf cleanup at Oakbourne Park. Mr. Gross reported that the Friends of Oakbourne will be planting 18 small trees donated by the West Chester Rotary Club along the driveway this weekend. Public Works will pre-dig the holes on Thursday. Mr. Gross also reported that he asked Linn Architects to prepare a proposal for the Oakbourne Mansion exterior woodwork maintenance and repairs, so the township can prepare a bid package. He stated that he will have a proposal for the Board to review at a future workshop.

Mr. Pingar asked if PennDOT the volume density loops at traffic signals on 926 have been replaced by PennDOT. Mr. Gross reported that the loops were replaced before the asphalt overlay, so they are buried about 1-2 inches. He said the detectors are working at all the affected intersections.

There were no other comments or questions.

B. Historical Commission (HC) – Gail Guterl

Mrs. Guterl praised the HC for a successful Westtown Day. She thanked Erica Riley, Pam Boulos, the planning committee members from P&R, and other volunteers for their hard work. She stated that they estimate over 1000 people attended the event, and that new activities such as the archeological dig were very popular.

Mrs. Guterl reported that the HC is waiting for design plans for the Rustin Walk Historic Sign at the Marshall Jones Farm from Carter Van Dyke. Regarding the Veterans' Memorial, the township is waiting for the signed contract from Carter Van Dyke Associates to finalize the plans. Cleanup is progressing at the site of the abandoned AME cemetery at Shiloh and Little Shiloh Roads. The committee is waiting for clearance to further investigate the site.

Regarding a future project, Mrs. Guterl discussed updating the history of the township as noted in a 1973 book written by Arthur James. They would like to find out who has the copyright on that publication.

Mr. Pingar echoed Mrs. Guterl's sentiments and praise regarding the success of Westtown Day.

There were no other comments or questions.

C. Planning Commission (PC) – Jack Embick

Mr. Embick reported that at their September 20th meeting, the PC prepared for a joint meeting with the ZHB. The PC also discussed accessory structures and accessory dwelling units regarding their setbacks, size, and uses.

Mr. Embick also commented how much he enjoyed the movie night sponsored by the Parks & Recreation Commission on Friday night featuring "Casablanca."

Mr. Di Domenico noted a correction in the PC minutes regarding the size of two-car garages. He stated that 10 x 20 feet is too small for two cars, and will need to be larger in the final plans.

There were no other comments or questions.

V. Public Comment Non Agenda Items

Mr. Haws thanked everyone, including the township staff and Public Works, for their help with making Westtown Day a successful event.

Mr. Haws then reiterated that he will be attending the WCASD Hazardous Materials Emergency Plan meeting on October 12th. He will express the township's frustration and disappointment with the district's lack of response to the Township's repeatedly communicated concerns with radio communication in schools. He stated the WCASD has known for over a year that the two-way radio reception is so poor or non-existent in most schools that emergency responders are unable to effectively communicate within the schools, or from inside to outside during an emergency. This is a life-safety danger to school students, teachers, staff, and emergency responders.

There were no additional comments or questions.

VI. Old Business

A. Brewer Two-Lot Subdivision – Final Approval

Chris Daily gave a short presentation detailing plans for the Brewer 2 Lot Subdivision and requested final approval. Two zoning variances were granted for the proposed subdivision a few years ago, and the applicant is requesting two subdivision ordinance waivers. The new lot shows a typical family residence, including two driveways, storm water management system, and septic system.

Mr. Haws asked about the positioning of the driveways and how the easements on the property for the driveway reduce the actual acreage of the lot. Mr. Daily stated that they measured the acreage by the adjusted tract area definition in the ordinance, which does not require they net out an access easement. Mr. Haws suggested creating a single access driveway or netting out the acreage at the bottom of the existing driveway in order to stay as close to one acre as possible. Mr. Daily suggested that the issue was with the ordinance, not their plans, as they are following the ordinance as it is written. Ms. De Wolf agreed with Mr. Daily.

Mr. Daily expressed concern with a single access driveway due to the significant drop off and downward gradient of the second home. The Board discussed several options for reallocating the acreage between the properties, but none were feasible to Mr. Daily due to the replacement septic area required by the PA Dept. of Environmental Protection and steep slopes.

Mr. Pingar asked the owner/applicant if their attorney is going to draft the deed and easement. Mr. Daily said that his surveyor or legal counsel would prepare the deed and provide it to the Township for review. The Board stated that the easement language needs to be drafted before the Board can make a decision on the application. Mr. Pingar stated that the township engineer, Kevin Matson, would need to review the legal lot descriptions.

The Board tabled the approval of the project until the next meeting on October 16 to allow time for the deed and easement to be drafted and reviewed by the township solicitor and township engineer.

B. West Chester University (WCU) Dump Site

Mr. Di Domenico explained that several residents have expressed concern over West Chester University's dump site. Mr. Pingar shared that the WCU Facilities Department planned to secure an engineer to submit an E&S Plan to the Township for E&S Approval. This was meant to be completed in the summer, but WCU had a delay getting an engineer. They have now engaged Remington and Vernick, and have assured the township that a plan will be submitted no later than October 20, at which point the Township will be able to issue a permit. There were no questions or comments.

VII. New Business

A. 2017 Road Program – Payment #4

Inconn submitted invoice #4 for the 2017 Road Program in the amount of \$401,784.60. In his September 26, 2017 memo, Kevin Matson of McCormick Taylor recommended payment of \$381,695.37 (95% of the request) withholding 5% retainage.

Ms. De Wolf made a motion to approve payment #4 to Inconn in the amount of \$381,695.37. Mr. Haws seconded the motion. There was no public comment and the motion was unanimously approved.

VIII. Announcements

Mr. Di Domenico made the following announcements:

1. **Coffee with a Cop** – Wednesday October 4, 2017, 9:00 to 11:30 am at Dunkin Donuts, 1500 Paoli Pike (Goshen Village Center)
2. **Comprehensive Plan Update Open House** is Wednesday October 11th from 6:00 to 8:00 pm at the Rustin High School cafeteria to allow for further public involvement in the planning process.
3. **Board of Supervisors Conditional Use Hearing - Crebilly Tract/Toll Brothers** – Tuesday October 24, 2017 at Stetson Middle School.

IX. Public Comment on All Topics

Mr. Haws reiterated there is a Hazardous Material Emergency Protocol Meeting on Thursday, October 12 at East High School from 7-9 p.m. Residents can reserve a ticket on the West Chester Area School District's website.

X. Payment of Bills

Ms. De Wolf made a motion to approve General Fund bills in the amount of \$664,770.84, the Wastewater Fund bills in the amount of \$51,316.11, and the Capital Projects Fund bills in the amount of \$144,082.94, for a grand total of \$860,169.89. The motion was seconded by Mr. Haws.

Kathy Di Domenico, 1530 Woodland Road, inquired about the check for buses. Mr. Pingar explained that it is for Chester County Town Tours, and the township will be reimbursed by the County.

There being no additional comments, the motion to approve the bills was approved unanimously.

XI. Adjournment

Mr. Di Domenico made a motion to adjourn the meeting, seconded by Ms. De Wolf. The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Robert Pingar
Township Manager