

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING  
Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown  
Monday, May 7, 2018 – 7:30 PM

In attendance were: Chair Carol De Wolf, Vice Chair Scott Yaw, Police Commissioner Mike Di Domenico, Township Manager Rob Pingar, Public Works Director Mark Gross, Historical Commissioner Erica Reilly, and Planning Commissioner Jack Embick. There was 1 guest.

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

Ms. De Wolf called the meeting to order at 7:30 PM, and led the Pledge of Allegiance. She asked if anyone was recording the meeting. There was no response.

**II. Approval of Minutes (April 16, 2018)**

Mr. Yaw made a motion to approve the Board of Supervisors meeting minutes of April 16, 2018. Mr. Di Domenico seconded the motion. There were no questions or comments. The minutes were approved.

**III. Workshop Meeting Summary (May 7, 2018)**

Ms. De Wolf reported that Paula Kline, 1019 Ashley Road, made a presentation to the Board on her vision for a 100% clean renewable energy future, and asked that the township follow other cities nationwide by adopting a resolution committing to transition to a cleaner future. Ms. De Wolf stated the Board will discuss the topic.

The Board also discussed the 2018 Road Maintenance Program contract, and the resolutions on tonight's agenda. The Board also held an Executive Session on legal matters, which will be continued after the regular meeting.

There were no comments or questions.

**IV. Departmental Reports**

**A. Public Works (PW) – Mark Gross**

Mr. Gross reported that after dealing with downed trees in early April, the department concentrated on the parks and open space, including landscape beds around all the municipal buildings. He thanked Cub Pack 69 for their work cleaning up tree debris in Oakbourne Park. The cleanup saved Public Works considerable man hours prepping for mowing. The crew restored the walking trails in the park, replaced some fencing, and removed graffiti at Tyson Park.

The stained glass window in the Bridal Chamber at the mansion was removed for restoration this week. The restoration is expected to take a few months.

Four PW employees are licensed Wastewater technicians, and attended required continuing education classes. Wastewater Operator Mike King has also been working with Planning Technician Mila Robinson to inspect businesses in the township to make sure they are in compliance with our grease trap requirements, to ensure grease does not enter our sewer lines.

The snow plows and winter equipment have been cleaned, state inspected and stored for the winter.

Future projects include manhole frame and stormwater inlet replacements on roads included in the 2018 Road Maintenance Program.

Mr. Gross reported that there are three scout projects going on in the township: two Boy Scout Eagle Scouts projects, and one Girl Scout Gold Award project. Birju Patel of BS Troop 149 is working on crack sealing and painting the basketball court at Oakbourne Park. As part of that project, PW is centering the goal posts. Willem Einthoven of BS Troop 66 is constructing two benches and clearing vegetation at the pond on Piedmont Road. Ellery Coleman of GS Troop 439 is constructing two book boxes to promote literacy. One will be installed at Oakbourne Park, and one at a park in East Goshen. Ms. De Wolf said she would like to acknowledge the scouts for their projects.

Mr. Gross said that the contract for stormwater pipe lining will be going out to bid shortly. He stated that utility work will begin next week on the new Public Works Garage, and general construction will start shortly thereafter. Ms. De Wolf stated that she would like to have a groundbreaking ceremony, and tasked Mr. Pingar with doing a press release and arranging the ceremony.

Mr. Di Domenico asked about the vegetation work done on Wood Lane. Mr. Gross stated that the vegetation was trimmed last month in response to a resident complaint regarding pedestrian safety. Mr. Pingar and Mr. Gross plan to meet with the resident next week to discuss her ongoing concerns, which were recently elevated to the Board.

There were other no questions or comments.

**B. Historical Commission (HC) – Erica Reilly**

Ms. Reilly stated that the Shiloh AME Cemetery project is in a holding pattern. The township is waiting to hear from the property owner regarding potential acquisition of the property. She reported that the HC gained approval for copyright transfer on the Westtown History book by Arthur James. The HC is looking to correct and append the history. Ms. Reilly reported that the content for the Rustin Walk Interpretive sign has been finalized, and hopefully the sign will be completed soon. The Veteran's Memorial is still in the design phase. Planning for Westtown Day on October 7 continues. The committee is lining up food trucks, vendors, and other participants. Ms. Reilly stated that she and Gail Guterl will be going through photos from the HC archives to include in the Cultural Resources section of the updated township Comprehensive Plan.

There were no comments or questions.

**C. Planning Commission (PC) – Jack Embick**

Mr. Embick reported that the PC is looking at two minor subdivisions adjacent to the Westtown Woods project. They are also looking at an ordinance amendment for an orthodontist office at the old Malvern Bank building on Skiles Boulevard.

At their meeting on Wednesday, the PC will be discussing the Bi-Directional Amplifier Ordinance and the Sign Ordinance. He stated that the draft Comprehensive Plan Update should be before the PC at their June 6 meeting for possible action at their meeting on June 20.

Ms. De Wolf asked if there is a PC meeting on Wednesday. Mr. Embick replied that there is, but he did not receive an agenda in the packet. Mr. Pingar replied that perhaps it was an oversight, and he will check with Will Ethridge tomorrow.

Mr. Di Domenico asked about security system signage in the Sign Ordinance. Mr. Embick stated that the size of the signs needs to be defined in the ordinance.

There were no other comments or questions.

**V. Public Comment (Non Agenda Items)**

Ms. De Wolf shared that the Board and Township Manager participated in the Pennsylvania State Association of Township Supervisors (PSATs) annual conference in April and attended several informative sessions.

There were no other comments or questions.

## **VI. Old Business**

### **A. 2018 Road Maintenance Program Contract Award**

McCormick Taylor reviewed the six bids received for the 2018 Road Maintenance Program and determined that Innovative Construction Services, Inc. (Inncon) was the lowest responsible bidder. McCormick Taylor recommended the township award the contract to Inncon for the base bid at \$664,922.58, and Add Alternates 2, 3, and 4 at \$117,030.85 (total) for a grand total of \$781,953.44, with the caveat that all or some of the add-alternate work be undertaken only if the township determines at the start of the base bid work that sufficient funds are available for any of the add-alternate work.

Mr. Yaw made a motion to award the 2018 Road Maintenance Contract to Innovative Construction Services, Inc. for the Base Bid work, and for Add Alternates 2, 3, and 4 if sufficient funds are available for Add Alternates 2, 3 and 4 as determined by Westtown Township at the start of the base bid work. Mr. Di Domenico seconded the motion. There were no questions or comments and the motion was unanimously approved.

## **VII. New Business**

### **A. Resolution 2018-06 – Mileage Reimbursement**

Mr. Yaw made a motion to approve Resolution 2018-6 establishing a mileage reimbursement allowance for the Board of Supervisors, township employees, and other board or commission members for the use of their personal vehicles when required and used for authorized Township business. Mr. Di Domenico seconded the motion. There were no questions or comments and the motion was unanimously approved.

### **X. Resolution 2018-07 - Commonwealth Financing Authority, Authorization to Execute Documents**

Mr. Yaw made a motion to approve Resolution 2018-7 designating JoAnne Grube, Director of Finance, and William Malin of Carroll Engineering, as the officials to execute all documents and agreements between Westtown Township and the Commonwealth Financing Authority to facilitate and assist in obtaining a grant requesting \$66,587.50 from the Commonwealth Financing Authority to be used for the preparation of a comprehensive township-wide update of Westtown Township's Act 537 Plan. Mr. Di Domenico seconded the motion. There were no questions or comments and the motion was unanimously approved.

## **VIII. Announcements**

Ms. De Wolf made the following announcements:

1. **National EMS Open House** – Saturday, May 23 from 6 to 8pm at Good Fellowship Ambulance Company. Information is on the township website and Facebook.
2. **CRC Stream Side Nature Hike** – Saturday, June 2 from 9:30am to 12pm at Ridley Creek State Park. Register at [www.crcwatersheds.org](http://www.crcwatersheds.org).

## **IX. Public Comment on All Topics**

There was none.

**X. Payment of Bills**

Mr. Yaw made a motion to approve the General Fund bills in the amount of \$401,696.13 and the Wastewater Fund bills in the amount of \$18,020.57 for a total of \$419,716.70. The motion was seconded by Mr. Di Domenico. There was no public comment, and the check registers were approved.

**XI. Adjournment**

Mr. Yaw made a motion to adjourn the meeting. Mr. Di Domenico seconded the motion. The meeting adjourned at 8:02 PM.

Respectfully submitted,

Robert Pingar  
Township Manager