

# WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, November 19, 2018 at 7:30 PM

In attendance were: Chair Carol De Wolf, Vice Chair Scott Yaw, Police Commissioner Michael Di Domenico, Township Manager Rob Pingar, WEGO Police Chief Brenda Bernot, Parks & Recreation Commissioner James Brookover, and Planning Commissioner Jack Embick. There were 4 guests.

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

Ms. De Wolf called the meeting to order at 7:35 PM, and led the Pledge of Allegiance. She asked if anyone was recording the meeting. There was no response.

## **II. Approval of Minutes (November 5, 2018)**

Mr. Yaw made a motion to approve the November 5, 2018 Board of Supervisors meeting minutes. Mr. Di Domenico seconded the motion. There were no questions or comments, and the minutes were unanimously approved.

## **III. Workshop Meeting Summary (November 19, 2018)**

Ms. De Wolf stated that the Board discussed personnel and contractual matters during the Executive Session. During the workshop, the Board discussed the 2019 Township budget. This discussion will continue after the regular meeting.

There were no questions or comments.

## **IV. Departmental Reports**

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

Chief Bernot reported on two crime trends – fraud and theft from vehicles. She encouraged residents to check their credit history and bank statements regularly, and address any suspicious activity immediately. The Chief cautioned residents not to provide personal or financial information on the phone or internet. She also stated that theft from vehicles continues, and urged residents lock their cars and remove valuables, including items that could be used for identity theft.

Chief Bernot reported on the efficacy of their CRIMEWATCH service, which was recently used to send an emergency broadcast alerting residents of a major accident in East Goshen Township that occurred during rush hour. CRIMEWATCH subscribers were able to avoid the area. She encouraged residents to sign up for CRIMEWATCH.

Mr. Di Domenico reported that he has received a number of robo-calls, including calls that appear to be coming from Westtown School. The Chief explained that this is called spoofing and recommended getting Caller ID even though it is not always accurate. She also suggested letting the call go to voicemail to help determine if the caller is legitimate.

There were no other comments or questions.

### **B. Parks & Recreation Commission (P&R) – James Brookover**

Mr. Brookover reported that plans have been finalized for the December 9<sup>th</sup> Winter Festival, including activities, crafts, a Gingerbread House contest, vendors, and refreshments. They also discussed the roster of events for 2019, including Summer Movie Nights, Children's Series, and an Easter Egg Hunt. Mr. Brookover noted that the commission voted to cancel their December 11 meeting.

There were no comments or questions.

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

Mr. Pomerantz was scheduled to report, but was unable to attend due to illness. Mr. Embick stated that the last meeting was dedicated to continued review of the Westtown School Conditional Use application. There will be a special meeting on November 28<sup>th</sup> to reach a recommendation on the Outdoor Lighting Ordinance and the Westtown School Conditional Use application.

There were no comments or questions.

**D. Township Manager's Report**

Mr. Pingar provided an update on the Public Works garage construction, stating that the doors have been installed and it is completely enclosed.

There were no comments or questions.

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

Scott Yaw stated that he and his family and friends celebrated his daughter's sixteenth birthday at the Oakbourne Mansion on November 10th. He stated that his daughter and her friends had a great time. He commended Pam Coleman on her work handling mansion rentals, and Jon Pennington for his onsite assistance during events.

There were no other comments.

**VI. Old Business**

**A. 2018 Road Maintenance Program – Final Payment**

Mr. Yaw made a motion order to authorize final payment for the 2018 Road Maintenance Program to Glasgow, Inc. in the amount of \$746,155.65. Mr. Di Domenico seconded the motion. There were no comments or questions and motion was unanimously approved.

**VII. New Business**

**A. Resolution 2018-10 – Appointment of Certified Public Accountant, Mingis, Gutowski & Company for 2018, 2019 & 2020**

The engagement letter from Mingis, Gutowski & Company dated October 12, 2018 confirms their services for auditing the financial statements of Westtown Township for the fiscal years of 2018, 2019, and 2020. The fee for this service will be \$13,700, \$14,000, and \$14,400 for years one, two, and three respectively. Resolution 2018-10 appoints Mingis Gutowski to replace the elected auditors and make an examination of the accounts of the township for the fiscal years of 2018, 2019, and 2020.

Mr. Yaw made a motion to approve the Mingis Gutowski & Company engagement letter and to approve Resolution 2018-10 appointing Mingis Gutowski to replace the elected auditors and make an examination of the accounts of the township for the fiscal years of 2018, 2019, and 2020. Mr. Di Domenico seconded the motion. There were no other comments or questions, and the engagement letter and Resolution 2018-10 were unanimously approved.

**VIII. Announcements**

Ms. De Wolf made the following announcements:

1. **WEGO Coat Drive** – Donate new or gently used coats, hats, gloves, and scarves at the Westtown East Goshen Police station from Monday – Friday from 8:30am-4:30pm through November 21.

2. **Westtown Township Office will be closed Thursday and Friday, November 22 & 23.**
3. **Westtown Winter Festival** – Enjoy holiday crafts for the kids, caroling, storytime, photos with Santa, and refreshments. A limited number of vendors will also be selling their wares. 10am to 1pm, Sunday, December 9 at the Oakbourne Mansion.

**IX. Public Comment on All Topics**

Kathy Di Domenico, 1530 Woodland Road, stated that the Westtown Giant also has a box out for the coat drive.

She then asked the status of the Veteran's Memorial, stating that this project has dragged on for two years. Ms. De Wolf stated that Carter Van Dyke Associates (CVDA) is working on the design. Ms. Di Domenico noted that two weeks ago, the Board stated they would have the design plans. She stated that if the township used a firm other than CVDA, they would have gotten a proposal more quickly and less expensively. Ms. De Wolf stated that the Board wants a design to complement the architecture and grandeur of the mansion.

Bob Marks, 515 Coventry Lane, stated he is a board member on the Coventry Village Homeowner's Association. He reported that the retention basin in the neighborhood is in poor condition and is in need of repair. The cost of these repairs is greater than the HOA can afford and requested a meeting to discuss how they can work with both Westtown and West Goshen Townships on this matter. Mr. Pingar advised Mr. Marks to follow up with him to discuss this further.

Mr. Yaw asked if Mr. Marks had already contacted West Goshen Township regarding this matter. Mr. Marks replied that he intends to attend one of their December meetings to bring it to their board's attention.

There were no other comments.

**X. Payment of Bills**

Mr. Yaw made a motion to approve General Fund bills in the amount of \$88,900.55, Wastewater Fund bills in the amount of \$15,178.12, and Capital Projects Fund bills in the amount of \$3,603.96, for a total of \$107,682.63. The motion was seconded by Mr. Di Domenico. There was no public comment, and the check registers were unanimously approved.

**XI. Adjournment**

Mr. Yaw made a motion to adjourn the meeting, seconded by Mr. Di Domenico. The meeting adjourned at 7:55 PM.

Respectfully submitted,

Robert Pingar  
Township Manager