

**WESTTOWN TOWNSHIP HISTORICAL COMMISSION**  
**Westtown Municipal Building, 1039 Wilmington Pike, West Chester**  
**Thursday, January 17, 2018 6:00 P.M.**

In attendance: Commission members Gail Guterl, Paul Mullin, Pamela Boulos, Erica Reilly, Dave Walter, Ray Sarnacki; Township Manager Rob Pingar, Planning Technician Mila Robinson.

**I. Call to Order**

Erica Reilly (ER) called the meeting to order at 6:07 PM.

**II. Approval of Minutes from December 20, 2018**

Gail Guterl (GG) motioned to approve the minutes. ER seconded the motion. The minutes were unanimously approved.

**III. Public Comment (non-agenda items)**

None.

**IV. Reorganization – Election of Officers**

GG nominated ER as chair, and Dave Walter (DW) seconded the motion. Ray Sarnacki (RS) nominated GG as vice chair, and Paul Mullin (PM) seconded the motion. ER nominated Pam Boulos (PB) as secretary, and GG seconded. All nominations were unanimously voted upon and approved.

**V. Old Business**

**Note: Items were discussed out of order due to Rob Pingar's need to leave early.**

**A. BOS Meeting Report – Dan Campbell**

Dan Campbell (DC) summarized his report to the Board of Supervisors in an email to the other HC members. DC noted that there was a big objection from a township resident on the potential cost of the Veteran's Memorial project during public comment.

**B. Shiloh AME Update**

A complaint was lodged with the township about the flags currently in the ground on the Shiloh AME. The Historical Commission shall remove the flags from the site at its earliest convenience.

**C. History of Westtown Book – Status Updates**

GG noted that the updating of the History of Westtown book is progressing. There is still some incorrect information that needs correction. GG proposed going through the book herself to do the final edit. GG will re-send out the assignments for those HC members who have not yet begun their portions.

**D. Update on Veteran’s Memorial Project**

Rob Pingar (RP) reported that the Board of Supervisors engaged Carter Van Dyke to prepare design documents and bid documents for the Veteran’s Memorial. The documents will go out to bid as soon as possible, with the intent for construction to move forward during the summer. The intent is to design and install the electronic message board concurrently with the Veteran’s Memorial. DW drafted some language for the Veteran’s Memorial sign.

**E. Oakbourne Mansion Historical Marker**

All discussed the possible locations for the Oakbourne Mansion historical marker sign. DW and ER were in favor of putting the sign closer to the road; PB noted that having the sign closer to the mansion would facilitate reading of the sign for those walking in Oakbourne Park.

**F. Huey Property Status**

There have been no updates to the Huey Property project. There will likely not be any additional excavation until March. Ray Sarnacki (RS) spoke with the 3D modeling company; they need a warm day that so their equipment works. ER will forward an email to RS with a possible contact for someone who may want to help with excavation.

**G. Historic Resource Listing Updates for 2018**

Our list has been updated, but the owners of affected properties have not yet been notified. Mila Robinson (MR) noted that minor changes do not have to go through to the review process. Only if the HC is adding or deleting the properties are public notice and a public meeting necessary. MR will create a standard operating procedure for the process of additions, removals, and other changes to the historic resource listing. ER will send everyone the latest historic resource listing.

**VI. New Business**

**A. Historic Preservation Luncheon**

ER and GG are planning to attend the Historic Preservation luncheon on Saturday, February 19<sup>th</sup>.

**B. Comprehensive Plan**

All members should review the historic commission chapter of the comprehensive plan and bring comments to next month's meeting.

**C. Westtown Gazette Article**

RS completed the next article on Huey property. For the subsequent entries, excerpts from the updated History of Westtown book can be provided, including the update on the Church of the Loving Shepherd.

**VII. Announcements**

None.

**VIII. Public Comment (All topics)**

None.

**IX. Adjournment**

The meeting was adjourned at 7:15 pm.