

WESTTOWN TOWNSHIP

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AGENDA

Westtown Township Board of Supervisors Regular Meeting Monday, January 7, 2019 - 7:30 PM

Westtown Township Municipal Building
1039 Wilmington Pike, Westtown

- I. Call to Order
- II. Approval of Meeting Minutes – December 17, 2018
- III. Summary of Board of Supervisors Workshop – January 7, 2019
- IV. Departmental Reports
 - A. Public Works – Mark Gross
 - B. Historical Commission – Paul Mullin
 - C. Planning Commission – Jim Lees
 - D. Township Solicitor’s Report – Pat McKenna
 - E. Manager’s Report – Rob Pingar
- V. Public Comment (Non-Agenda Items)
- VI. Old Business
 - A. Comprehensive Plan Update - Authorize Act 247 review
- VII. New Business
 - A. Resolution 2019-01 – 2019 Township Fee Schedule
 - B. Resolution 2019-02 - Township Manager’s Annual Compensation
 - C. Resolution 2019-03 - Application to PennDOT for traffic signal approval at the intersection of US Route 202, Skiles Boulevard & Stetson Middle School Driveway
 - D. Resolution 2019-04 - Application to PennDOT for traffic signal approval at the intersection of US Route 202 & Street Road
 - E. Resolution 2019-05 - Application to PennDOT for traffic signal approval at the intersection of Street Road & Dalmally Drive
- VIII. Announcements
 1. Christmas Tree Collection – Saturday, January 12
 2. Township Office Closed Monday, January 21, 2019 – Martin Luther King, Jr. Day
 3. Westtown Zoning Hearing Board Alternate – accepting applications
- IX. Public Comment (All Topics)
- X. Payment of Bills
- XI. Adjournment

How to Engage in the Public Comment Sections of a Township Meeting

Public Comment is heard at three (3) different points during the meeting:

1. BEFORE OLD BUSINESS - The public is permitted to make public comment on any matter not on the agenda. This comment period is subject to the time constraint in (d) below
2. PRIOR TO any action on a motion on an Agenda item. Public Comment at this stage is limited to the item under discussion (e.g. it is not appropriate to initiate a discussion on police services if the body is acting upon a sewer issue).
3. AFTER NEW BUSINESS. - Public Comment is open to any legitimate item of business which can be considered by that Township Board/Commission (e.g. Planning Commission can discuss issues having to do with plan reviews, but cannot discuss why the Township does not plow your street sooner. Supervisors can discuss nearly every issue).

How to make a comment to any Township Board/Commission:

- a. The Chair will announce that the Board/Commission will now hear public comment, either on a specific issue or generally.
- b. You must then obtain recognition from the Chair prior to speaking.
- c. Once you have the floor, state your name and address for the record.
- d. You may then make your comment or ask your question. You will have three (3) minutes to make your statement, unless the Chair has announced otherwise, so please come prepared!

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, December 17, 2018 at 7:30 PM

Present were: Chair Carol De Wolf, Vice Chair Scott Yaw, Police Commissioner Michael Di Domenico, Township Manager Rob Pingar, WEGO Police Chief Brenda Bernot, and Parks & Recreation Commissioner Allison Corcoran. There were 3 guests.

I. Pledge of Allegiance & Call to Order

Ms. De Wolf called the meeting to order at 7:34 PM, and led the Pledge of Allegiance. She asked if anyone was recording the meeting. Eva Foster indicated that she was recording the meeting.

II. Approval of Minutes (December 3, 2018)

Mr. Yaw made a motion to approve the December 3, 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 (December 17, 2018)

Ms. De Wolf stated that the Board discussed personnel, legal, and contractual matters during the Executive Session. During the workshop, the Board worked on open space questions & answers, which will be put on the township website when they are finished. Ms. De Wolf stated the Sanitary Sewer Easement Agreement for 111 E. Hilltop Road will be removed from New Business on tonight's agenda.

There were no questions or comments.

IV. Departmental Reports

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

Chief Bernot was pleased to report that many residents have signed up for Crimewatch, saying it is the best way to stay informed about criminal activity in our community. She stated that East Goshen Township has been hit by "red flag bandits" who are targeting mailboxes that have the flag up, indicating outgoing mail is there for pickup. People are stealing mail, hoping to find checks or gift cards. The Chief stated that this is a nationwide crime problem. Mr. Di Domenico stated that he called the post office on Airport Road to see what could be done, and was told to take mail to a post office or post box.

The Chief said there are too many scams to list. She encouraged residents to call the police to check on the legitimacy of a phone call. She echoed her caution not to provide personal or financial information on the phone or internet.

There were no other comments or questions.

B. Parks & Recreation Commission (P&R) – Allison Corcoran

Allison Corcoran reported that the P&R Winter Festival on December 9th was very well attended. A gingerbread house contest was added this year. Although they only received two entries, everyone enjoyed looking at them, and P&R hopes the contest will grow next year.

The commission cancelled their December 11 meeting. In 2019, instead of hosting the yard sale in April, they have decided on an Egg Hike on Saturday, April 13. They will also host the summer Children's Series and Movie Nights.

Eva Foster, 734 Westbourne Road, asked if P&R had considered having a township-wide yard sale day like East Goshen Township does, rather than holding it at a central location. Mrs. Corcoran stated that P&R discussed that option. Mrs. Foster also expressed a desire for programs for taxpaying adults. Allison responded that for the past two years, the commission added a film geared to adults to their summer series, and welcomed all residents to attend the P&R meetings to make suggestions. She thanked Mrs. Foster for her input.

Mr. Yaw suggested checking Thornbury Township's (Chester Co.) event schedule to make sure they are not hosting their annual egg hunt on the same day.

Mr. Pingar stated that the commission has a lot of new blood, and commended them for their fresh ideas and programs.

There were no other comments or questions.

C. Planning Commission (PC) – Jack Embick

Mr. Embick was scheduled to report, but was unable to attend. Mr. Pingar stated that the December 5, 2018 PC meeting was devoted to the Sign Ordinance amendment and the Bi-Directional Amplifier Ordinance.

There were no comments or questions.

V. Public Comment (Non Agenda Items)

Ms. De Wolf thanked the township staff for a wonderful holiday reception.

Matt Kelly, 22 Robin's Nest Lane, thanked the Board for their efforts on the West Chester University dumping issue. He then requested that the Board consider an ordinance controlling the use of exhaust brakes on Rt. 202 to present to PennDOT. Ms. De Wolf instructed Mr. Pingar to look into the matter. Mr. Kelly also complained about the traffic signal at Skiles Blvd., especially during school hours.

Lastly, Mr. Kelly thanked the Board for their approval of his driveway connection to Westtown Woods, but said the engineering review fee for his driveway was unreasonable. He contended that the township engineer should have noted that the stormwater management plan presented by his engineer (E.B. Walsh) was more than what was required. Mr. Yaw stated that the township engineer reviewed the plan that Mr. Kelly's engineer presented, and informed Mr. Kelly that according to the Municipal Planning Code (MPC), he can challenge the fee. Ms. De Wolf asked Mr. Pingar to follow up so the Board can revisit the invoice one last time.

There were no other comments.

VI. Old Business

A. Ordinance 2018-03 Sewer Rates – Adoption

This sewer rate ordinance amendment is the second year of a three-year transition to consolidate five separate sewer sub-districts with three different quarterly rates, into two sub-districts with the same \$205/quarter flat rate. It is year-two of \$10/quarter rate increase for certain customers. The ordinance amendment is also year-one of a three-year initiative to eliminate declining block sewer rates to an initial flat rate of \$9.91/gallon of metered water usage or sewage flow.

Mr. Yaw made a motion to adopt Ordinance 2018-03, amending Chapter 132 (Sewer System Collection and Conveyance Regulations), Section 132-3, subsections A, B, C, D, E, F, G, H, and I, and Section 132-4, Subsection A. Mr. Di Domenico seconded the motion. There was no public comment and the motion was unanimously approved.

B. Westtown Township 2019 Budget - Adoption

Ms. De Wolf stated that the budget process included a comprehensive look at the Township's operations, levels of service, capital needs, and funding availability. She stated there would not be a tax increase in 2019. Mr. Yaw made a motion to approve the Westtown Township budget for 2019. Mr. Di Domenico seconded the motion.

Eva Foster, 734 Westbourne Road, posed a number of questions about the Township budget, and expressed concern over rising police costs and capital expenditures, including the Veterans' Memorial, Tyson Park improvements, the Oakbourne Bridge replacement, the new Public Works garage, and road maintenance. She also asked for clarification on several specific line items in the budget. The Board and Director of Finance addressed each of Mrs. Foster's questions.

There was no other public comment and the budget was unanimously approved.

VII. New Business

A. 2019-2021 Sludge Transportation & Disposal Contract Award

The township received three bids for the 2019-2021 Sludge Transportation and Disposal Contract. McGovern Environmental provided the lowest responsible bid at \$162,306. This represents an increase of approximately \$16/1000 gallons for routine hauling and disposal, but a reduction in the emergency hauling rate of \$35/hour. The increase is attributed to higher disposal fees and decreased competition.

Mr. Yaw motioned to award the 2019-2021 Sludge Transportation & Disposal contract to McGovern Environmental in the amount of \$162,306. Mr. Di Domenico seconded the motion. Mr. Di Domenico asked about the emergency hauling rate. Mr. Pingar stated the rate decreased from \$160/hour to \$125/hour. There were no other comments or questions, and contract was unanimously approved.

VIII. Announcements

Ms. De Wolf stated that the Township office will be closed Monday and Tuesday, December 24 & 25, and New Year's Day.

Mr. Pingar announced that there is an opening for a Zoning Hearing Board Alternate. More information on the position can be found on the township website.

IX. Public Comment on All Topics

There were none.

X. Payment of Bills

Mr. Yaw motioned to approve General Fund bills in the amount of \$1,380,898.44 and Wastewater Fund bills of \$27,865.99, for a total of \$1,408,764.43. Mr. Di Domenico seconded the motion. 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 8:48 PM.

Respectfully submitted,

Robert Pingar
Township Manager

**WESTTOWN TOWNSHIP
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT FOR DECEMBER 2018**

ROADS

- ◆ Replaced overhead street name signs at three signalized intersections on 926.
- ◆ Reprogrammed the school flasher on Johnny's Way.
- ◆ All employees attended Delchester Public Works Assoc. training meeting.
- ◆ Ditch the edge of Woodland Road to divert water flow from spring.
- ◆ Filled potholes throughout the township as necessary.
- ◆ Straightened and replaced faded and damaged street signs.

BUILDINGS, PARKS, AND OPEN SPACE

- ◆ Performed semi-annual inspection of all stand-by generators and replaced all the starting batteries.
- ◆ Replaced the diesel pump at the public works facility.
- ◆ Installed new standby generator at the public works facility.
- ◆ Checked operation and fluid levels on all standby generators.

OAKBOURNE PARK AND MANSION HOUSE

1. Repaired two slate roofs, one temporarily, further repair required.
2. Cleaned the gutters of the Gatehouse and temporarily repaired a leak in the wall.
3. Cleaned grease trap.
4. Removed holiday decorations from mansion.
5. Trash, recyclables, and restroom cleaning and maintenance.

PARKS AND OPEN SPACE

1. Inspected all playground structures for safety hazards.
2. Inspected stormwater retention basins for proper operation.

WASTEWATER

- ◆ Awaiting permanent repair of the underground phone line at Cobblefield PS.
- ◆ Replaced seven area lights with LED fixtures at WCC.

EQUIPMENT MAINTENANCE AND REPAIR

- ◆ 67-24 - Repaired the snowplow under warranty.
- ◆ 67-15 - Replaced a hydraulic motor on the salt spreader.
- ◆ 67-64 – (Office car) Changed oil and filter, rotated tires, and detailed the interior.
- ◆ 67-14 - Installed four new tires.
- ◆ 67-10 - Repaired the interior plow wiring harness.
- ◆ 67-18 - Replaced four rear tires.
- ◆ 67-11 - EGR system repaired under warranty and installed new tires.

FUTURE PROJECTS

- ◆ Ongoing construction management of new Public Works garage.
- ◆ Complete stormwater pipe and inlet replacement on Springview Court.
- ◆ Check and service all building emergency lights.

MARK GROSS
DIRECTOR OF PUBLIC WORKS

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2019-01

A RESOLUTION ESTABLISHING AND CONSOLIDATING THE VARIOUS FEES AND CHARGES IMPOSED BY WESTTOWN TOWNSHIP PURSUANT TO THE CODE OF WESTTOWN TOWNSHIP

WHEREAS, the Code of Westtown Township authorizes the Board of Supervisors to establish various fees and charges by resolution, and:

WHEREAS, the Board of Supervisors believes that it's in the best interests of the Township to consolidate all of the fees and charges into a single resolution.

BE IT RESOLVED THAT the Westtown Township Board of Supervisors hereby establishes the following fee schedule effective January 7, 2019.

1. Building Permit Fees

- a. Residential Building Units - 1 and 2 family residential buildings.
 - I. See Attachment A.
 - II. PA UCC Certificate of Occupancy - \$15.00
- b. Nonresidential Building Units - includes commercial, industrial, institutional and multi-family dwelling units
 - I. See Attachment B.
 - II. PA UCC Certificate of Occupancy - \$60.00
 - III. Change in Use - \$60.00
 - IV. Change in tenant - See Attachment B.
- c. Building Code Official (BCO) - See Attachment A.
- d. Sewer Connections
 - I. Gravity connection to Sewer Districts 1-4 - \$3,164.00 tap-in fee plus building permit fee(s).
 - II. Low pressure connection to Sewer Districts 1-4 - \$3,164.00 tap-in fee and \$2,500.00 township sewer consultant review escrow, and building permit fee(s).
 - III. Gravity connection to Sewer District 10 - \$2,929.76 tap-in fee and building permit fee(s).
 - IV. Low pressure connection to Sewer District 10 - \$2,929.76 tap-in fee and \$2,500.00 township sewer consultant review escrow, and building permit

fee(s).

e. Annual Contractors Registration,

I. Per Company - \$30.00

Note: For new residential construction projects and all nonresidential construction projects only. This does not apply to home improvement contractors registered with the PA State Attorney General.

f. Appeals to the West Chester Area Council of Governments Joint Appeals Board

I. Residential - \$500.00

II. Commercial - \$2,500.00

Notes:

I. PA UCC Continuing Education Fee of \$4.50 is added to all building permits.

II. Any person who commences work on a building, structure, electrical, gas, mechanical, or plumbing system or any other item that requires a Building Permit prior to obtaining the necessary permits shall be subject to the working without a permit fee. The Township in its sole discretion may elect to issue a citation for violation of the applicable building code.

2. Zoning Permit Review Fees

a. Building Additions - \$50.00

- Residential additions, modifications and alterations
- Commercial additions, modifications and alterations

b. Accessory Structures less than 250 square feet with no utilities - \$50.00

- Accessory structures 250 square feet or greater or any structure with utilities requires a building permit.

c. Decks 30 inches and less in height - \$50.00

- Decks greater than 30 inches from finish grade require a building permit.

d. Walls 48 inches and less in height - \$50.00

- Walls greater than 48 inches (4 feet) in height require a building permit.

e. Dumpsters, portable containers, storage trailers, etc.- \$50.00

- Dumpsters, portable containers, storage trailers, etc. with utilities require both a building and a zoning permit.

f. Zoning Compliance Letter

- Residential - \$0.00
- Commercial - \$150.00

3. Miscellaneous Permit Fees

a. Stormwater Management, Erosion Control, and Grading Permit

I. Residential including all single and multi-family dwellings

1. Impervious surfaces totaling less than 1,000 square feet cumulative - \$40.00
2. Impervious surfaces cumulatively totaling 1,000 square feet or greater, but less than 2,000 total square feet - \$160.00 includes 2 inspections
3. Additional Impervious Surfaces Inspection(s) for surfaces cumulatively totaling 1,000 square feet or greater, but less than 2,000 total square feet - \$25.00 per ½ hour
4. Impervious surfaces cumulatively totaling 2,000 square feet or greater - See Attachment F plus \$2,500.00 township engineer review escrow
5. Impervious Surfaces Inspection(s) cumulatively totaling 2,000 square feet or greater - See Attachment F plus \$2,500.00 township engineer review escrow
6. Grading and/or Erosion Control Review - \$160.00
7. Grading and/or Erosion Control Inspection - \$25.00 per ½ hour
8. Stormwater Management Appeal - \$500.00

II. Commercial

1. Stormwater Management Review - See Attachment F plus \$2,500.00 township engineer review escrow
2. Stormwater Management Inspection - See Attachment F
3. Grading and/or Erosion Control Review - See Attachment F plus \$2,500.00 township engineer review escrow
4. Grading and/or Erosion Control Inspection - See Attachment F, or \$25.00 per ½ hour.
5. Stormwater Management Appeal - \$2,500.00

Notes:

- I. The applicant shall pay the review fees of the professional consultants utilized by the Township during its building permit application review. The applicant shall submit the specified escrow to the Township at the time of the submission of the building permit application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with

the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the building permit application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.

- II.** The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests incurred during application review and construction up to improvements acceptance by the Township.
 - III.** In a case both Stormwater Management Review and Grading and/or Erosion Control Review are required, only one escrow is needed.
 - IV.** No final approvals will be granted until all outstanding obligations are satisfied.
- b.** Highway Occupancy Permit
 - I.** See Attachment J.

4. Resale Use and Occupancy Fees

- a.** Residential
 - I.** Initial inspection - \$82.50
 - II.** Re-inspection(s) - \$82.50
 - III.** Missed Inspection - \$82.50 per occurrence
- b.** Commercial
 - I.** Initial inspection - See Attachment B
 - II.** Re-inspection(s) - See Attachment B
 - III.** Missed Inspection - See Attachment B

5. Rental Premises Inspection Fees

- a.** Inspection, 1-2 Units - \$60.00 per unit
- b.** Inspection, 3-6 Units - \$50.00 per unit
- c.** Inspection, 7 or more units - \$45.00 per unit
- d.** Unit re-inspections - \$30.00 per unit
- e.** Change in Designated Agent - \$50.00

6. Subdivision and Land Development

- a.** Property Line Adjustment or 1 Lot- \$125.00 plus \$2,500.00 escrow
- b.** 2 to 3 Lots- \$125.00 plus \$3,500.00 escrow
- c.** 4 to 10 Lots- \$640.00 plus \$7,500.00 escrow
- d.** 10 or more Lots- \$1,300.00 plus \$15,000.00 escrow
- e.** Additional costs for Subdivision, Land Development and Lot Line and/ or Minor Revision Reviews shall be as follows:

- I. The applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the subdivision or land development application. The applicant shall submit the specified escrow to the Township at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.
- II. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests incurred during application review and construction up to improvements acceptance by the Township.
- III. The applicants shall pay all Chester County Planning Commission, Chester County Health Department, Pennsylvania Department of Environmental Protection, Chester County Conservation District, Pennsylvania Department of Transportation review fees and all recording costs.
- IV. No final approvals will be granted until all outstanding obligations are satisfied.

7. Zoning Hearing Board Application

- a. Variance - \$850.00
- b. Special Exception - \$850.00
- c. Appeal of a Zoning Officer Decision - \$850.00
- d. Challenge to the Zoning Ordinance/ Map - \$2,500.00
- e. Challenge to the Flexible Development Procedure - \$850.00
- f. Township Zoning Hearing Board Solicitor - See Attachment E
- g. Notes:
 - I. If the monies paid to the Township are insufficient to insure payment of all costs incurred in the disposition of the application the Township shall require additional deposits in amounts specified at the time of the request. The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees and expenses in excess of deposits.

- II.** Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision.
- III.** No final approvals will be granted until all outstanding obligations are satisfied.

8. Conditional Use Application

- a.** Application - \$2,500.00 plus \$10,000.00 escrow
- b.** Additional hearing(s) continued on the record - \$550.00 per instance
- c.** Notes:
 - I.** If the monies paid to the Township are insufficient to insure payment of all costs incurred in the disposition of the application the Township shall require additional deposits in amounts specified at the time of the request. The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees and expenses in excess of deposits.
 - II.** Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision or after the receipt of the final consultant invoice, whichever happens last.
 - III.** Conditional Use Professional Consultants - the applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the conditional use application. The applicant shall submit a specified escrow to the Township at the time of the submission of the application for a conditional use. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below \$500.00 the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the conditional use application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.
 - IV.** No final approvals will be granted until all outstanding obligations are satisfied.

9. On Lot Septage Management Program and Refuse Collection, per quarter

- a. Refuse - \$80.00
- b. On Lot Septage Management Program Service Fee - \$6.00
- c. Sewer District 1- \$205.00
- d. Sewer District 2 - \$195.00
- e. Sewer District 3 - \$205.00
- f. Sewer District 4 - \$195.00
- g. Sewer District 10 - \$205.00
- h. An additional 5 percent (5%) charge will be added to all late payments

10. Sewer, Refuse, and Real Estate Tax Certification

- a. Per certification - \$15.00
All fees must be paid in full prior to any certification being issued.
- b. Duplication of Tax Bills - \$5.00

11. Returned Checks and ACH Payment

- a. Any check or ACH payment received by the Township pursuant to this resolution or any other ordinance shall be deposited in the authorized Township depository (bank).
- b. All checks or ACH payments returned by the Township depository (bank) to the Township, for insufficient funds or any other reason shall have a letter written to the check writer or ACH payee advising that their check or ACH payment has been returned by the bank and that they should re-issue payment immediately.
- c. The check writer or ACH payee's account shall be updated to indicate that a payment was not made.
- d. Any check or ACH payment that is returned to the Township will result in the imposition of a \$35.00 fee in addition to any fees imposed by the Township depository (bank), both of which shall be applied to the appropriate account.

12. Park Fees

- a. Oakbourne Park Tennis Court
 - I. Resident - \$20.00 per key
 - II. Non-resident - \$35.00 per key
- b. Oakbourne Upper Athletic Field - \$100.00 per day, per use
- c. Oakbourne Park Pavilion
 - I. Resident - \$50.00 per day

- II. Non-Resident - \$75.00 per day
- d. Tyson Park Pavilion
 - I. Resident - \$50.00 per day
 - II. Non-resident - \$75.00 per day
- e. Notes:
 - I. The Board of Supervisors reserves the right to adjust, modify, alter or waive any Park fees at their discretion.

13. Township Facilities

- a. Westtown Township Administration Building Meeting Room - \$350.00
- b. Notes:
 - I. The Board of Supervisors reserves the right to adjust, modify, alter or waive any Township Facilities fees at their discretion.

14. Solicitation License Fees

- a. License
 - I. One Month - \$35.00
 - II. One Year - \$250.00
- b. Background Check - \$25.00 per year

15. Township Solicitor Fees

- a. Township Solicitor - See Attachment D

16. Copying of Township Records - The cost for the copying of Township records pursuant to the "Right to Know Law" Act 3 of 2008, as amended, shall be as follows:

- a. Postage- the actual cost of mailing
- b. Duplication - The fees are based upon the duplication of records maintained and duplicated in black & white on standard 8.5" x 11" paper, 8.5" x 14 paper or 11" x 17" paper. All larger records, including but not limited to plans, maps and similar documents are "over-size" records for purposes of the fee schedule.
 - I. Photocopy - \$0.25 per single sided copy
 - II. Facsimile/Microfiche/Other Media- the Township's cost to duplicate the record original media.\
 - III. Conversion of electronic media only records to paper – if a record is only maintained in electronic media the fee shall be the lesser of: \$0.25 per page (8.5" x 11"), or the Township's cost to duplicate the record in the electronic media.
 - IV. Over-size Records photocopy – Documents that must be sent out for

duplication shall be billed at the Township's cost.

V. Color documents – color documents that must be sent out for duplication shall be billed at the Township's cost.

- c. Certification of a record- \$5.00 per certification.
- d. Use of own copier- A requester may utilize their own copier provided the device is self-powered, i.e., it may not be plugged into a Township power outlet. Any duplication by the requester must be done with a Township employee present.
- e. Direct access to the Township computer system is prohibited.
- f. No original records may be removed from the Township Building by a requester.

17. Working without required permits – The penalty for conducting work without securing required permits.

- a. Residential - \$150.00
- b. Commercial - \$250.00

18. Effective Date

- a. The fees outlined in this Resolution shall be effective on January 7, 2019.

Chair

Vice-Chair

Police Commissioner

ATTEST:

Robert Pingar, Township Secretary

Date

Attachments

- Attachment A Westtown Township Residential Building Permit Fee Schedule
- Attachment B Westtown Township Nonresidential Building Permit Fee Schedule
- Attachment C Brandywine Conservancy, Township Planning and Zoning Consultant Fee Schedule
- Attachment D Gawthrop Greenwood, PC, Township Solicitor Fee Schedule
- Attachment E Ronald Agulnick, Esq., Township Zoning Hearing Board Solicitor Fee Schedule
- Attachment F McCormick Taylor, Township Engineer Fee Schedule
- Attachment G Carroll Engineering Corporation, Township Sewer Engineer Fee Schedule
- Attachment H Cedarville Engineering Group LLC, Township Stormwater Management Engineer Fee Schedule
- Attachment I Albert Federico Consulting LLC, Township Traffic Engineer Fee Schedule
- Attachment J Highway Occupancy Permit Fee Calculation Sheet
- Attachment K Mingis, Gutowski & Company, LLP, Annual Audit Fee Schedule

Attachment A

Westtown Township

Residential Building Permit Fee Schedule

1. Building Permit Fees

- a. New Construction, Additions, & Accessory Structures
 - I. \$300.00 plus \$0.27 per ft² of floor area
 - II. Partial New Construction Projects calculated as follows:
 - 1. Footing & Foundation- 10% of above formula
 - 2. Framing- 50% of above formula
 - 3. Interior Alterations- 40% of above formula
- Note:** Square footage (ft²) is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height of 6'6" or more.
- b. Alterations & Renovations where ft² does not apply
 - I. \$300.00 plus \$28.00 for each \$1,000.00 of construction value
- c. Construction Permit Calculations
 - I. Building Permit Fee- 65% of total from **a.** or **b.**
 - II. Plumbing Permit Fee- 23% of total from **a.** or **b.**
 - III. Mechanical Permit Fee- 12% of total from **a.** or **b.**
 - IV. Energy Permit Fee- 10% of total from **a.** or **b.**
 - V. Electric Permit Fee- See **3.** below
- d. Fire Plan Review and Inspection
 - I. \$115.00 plus \$0.10 per ft² of floor area
- e. Re-inspection(s)
 - I. Per instance- \$50.00
- f. Revisions, Alterations and/ or Addition to Existing Permit
 - I. Per instance- \$50.00
- g. Use of the Building Code Official
 - I. Per hour- \$75.00

2. Additional Permit Fees

- a. Uncovered Decks- \$115.00 plus \$0.27 per ft²
- b. Demolition
 - I. Without utilities and foundation \$115.00
 - II. With utilities and/ or foundation \$168.50
- c. Swimming Pool, Hot Tub, Etc.
 - I. Above ground- \$115.00
 - II. In ground- \$184.00
- d. Indirect replacement of HVAC equipment
 - I. Per unit- \$115.00
- e. Alteration to plumbing system
 - I. Per fixture- \$53.50
- f. Lateral line repair or replacement

I.	Sewer Line	\$115.00
II.	Water Line	\$115.00

3. Electrical Permit Fees

a. General Inspections

I.	Rough Inspection	
1.	Base Fee	\$60.00
2.	Cost per fixture	\$0.50
II.	Final Inspection	
1.	Base Fee	\$60.00
2.	Cost per fixture	\$0.50

b. Minor work, less than 5 fixtures- \$60.00

c. Solar Panels

I.	First 3 Panels	\$21.00 per panel
II.	Each additional Panel	\$12.00 per additional panel

Note: All associated feeders, services, motors, etc. are calculated in accordance to the appropriate fee schedule section.

d. Service Meter Equipment

I.	Up to 100 amp	\$104.50
II.	200 to 400 amp	\$156.00
III.	600 to 1200 amp	\$465.50
IV.	Over 1200 amp	\$881.00
V.	Each Additional Meter	\$17.25

e. Main and/ or Sub Panels

I.	Up to 100 amp	\$104.50
II.	200 to 400 amp	\$156.00
III.	600 to 1200 amp	\$465.50
IV.	Over 1200 amp	\$881.00

f. Temporary Service \$104.50

g. Swimming Pools

I.	Pool Bonding-	\$104.50
II.	Pump Wiring-	\$104.50

h. Hard Wires Appliances/ Units

I.	For the first item	\$74.00
II.	For each additional item	\$17.00

i. Generators, transfer switch and equipment

I.	Up to 10 KW	\$41.50
II.	Over 10 KW to 50 KW	\$138.00

j. Alarm Systems

I.	For the first device	\$74.00
II.	All additional devices	\$17.00

- k. Reintroduction of Power- \$130.50
- l. Certification of existing electric panel
 - I. Per Panel \$130.50

m. Additional Services

Note: any fee not outlined or applicable in this “Residential Building Permit Fee Schedule” document will be subject to the applicable fee as outlined in “Attachment B: Westtown Township Nonresidential Building Permit Fee Schedule.”

Attachment B

Westtown Township

Nonresidential Building Permit Fee Schedule

1. Building Permit Fees

- a. New Construction, Additions, & Accessory Structures
 - I. \$300.00 plus \$0.27 per ft² of floor area
 - II. Partial New Construction Projects calculated as follows:
 - 1. Footing & Foundation- 10% of above formula
 - 2. Framing- 50% of above formula
 - 3. New Tennant Fit Out- 40% of above formula

Note: Square footage (ft²) is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height of 6'6" or more.
- b. Alterations & Renovations where ft² does not apply
 - I. \$300.00 plus \$28.00 for each \$1,000.00 of construction value
- c. Construction Permit Calculations
 - I. Building Permit Fee- 65% of total from a. or b.
 - II. Plumbing Permit Fee- 23% of total from a. or b.
 - III. Mechanical Permit Fee- 12% of total from a. or b.
 - IV. Energy Permit Fee- 10% of total from a. or b.
 - V. Electric Permit Fee- See 3. Below
- d. Accessibility Plan Review and Inspection
 - I. \$115.00 plus \$0.07 per ft² of floor area
- e. Fire Plan Review and Inspection
 - I. \$115.00 plus \$0.10 per ft² of floor area
- f. Nonresidential Resale Certificate of Occupancy without change in use
 - I. \$153.00 up to 2,000 ft² plus \$24.00 per 1,000 ft² thereafter.
- g. Re-inspection(s)
 - I. Per instance- \$75.00
- h. Revisions, Alterations and/ or Addition to Existing Permit
 - I. Per instance- \$75.00
- i. Use of the Building Code Official
 - I. Per Hour- \$75.00

2. Additional Permit Fees

- a. Uncovered Decks- \$115.00 plus \$0.27 per ft²
- b. Demolition
 - I. With utilities and/ or foundation \$168.50
- c. Swimming Pools
 - I. Above ground- \$115.00
 - II. In ground- \$184.00
 - III. PA Pool Certification \$388.00
- d. Re-roofing and Siding

I.	Per Building	\$115.00
e.	Indirect replacement of HVAC equipment	
I.	Per unit-	\$115.00
f.	Alteration to plumbing system	
I.	Per fixture-	\$53.50
g.	Lateral line repair or replacement	
I.	Sewer Line	\$115.00
II.	Water Line	\$115.00

3. Electrical Permit Fees

a.	General Inspections	
I.	Rough Inspection	
1.	Base Fee	\$60.00
2.	Cost per fixture	\$0.50
II.	Final Inspection	
1.	Base Fee	\$60.00
2.	Cost per fixture	\$0.50
b.	Minor work, less than 5 fixtures-	\$60.00
c.	Solar Panels	
I.	First 3 Panels	\$21.00 per panel
II.	Each additional Panel	\$12.00 per additional panel
	Note: All associated feeders, services, motors, etc. are calculated in accordance to the appropriate fee schedule section.	
d.	Fire Pump Controller	
I.	Per Unit	\$60.00
e.	Service Meter Equipment	
I.	Up to 100 amp	\$104.50
II.	200 to 400 amp	\$156.00
III.	600 to 1200 amp	\$465.50
IV.	Over 1200 amp	\$881.00
V.	Each Additional Meter	\$17.25
f.	Motors	
I.	Up to 5 HP	\$41.50
II.	Over 5 up to 20 HP	\$74.00
III.	Over 20 HP up to 100 HP	\$187.20
IV.	Over 100 HP up to 200 HP	\$240.00
V.	Over 200 HP	\$240 plus \$50.00 for each 50 HP over 200HP
g.	Main and/ or Sub Panels	
I.	Up to 100 amp	\$104.50
II.	200 to 400 amp	\$156.00

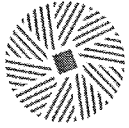
	III.	600 to 1200 amp	\$465.50
	IV.	Over 1200 amp	\$881.00
h.		Temporary Service	\$104.50
i.		Swimming Pool, Hot tub, etc.	
	I.	Pool Bonding-	\$104.50
	II.	Pump Wiring-	\$104.50
j.		Signs with electric	
	I.	First sign	\$74.00
	II.	Each additional sign	\$17.00
k.		Parking Lot Lighting	
	I.	First Light/ Pole	\$74.00
	II.	Each additional light/ pole	\$17.00
l.		Hard Wired Appliances/ Units	
	I.	For the first item	\$74.00
	II.	For each additional item	\$17.00
m.		Generators & Equipment, Welders, Furnaces, etc.	
	I.	Up to 10 KW	\$41.50
	II.	Over 10 KW to 50 KW	\$138.00
	III.	Over 50 KW to 100 KW	\$187.50
	IV.	Over 100 KW to 300 KW	\$311.00
	V.	Over 300 KW to 500 KW	\$464.50
	VI.	Over 500 KW to 1000 KW	\$776.50
	VII.	Over 1000 KW	\$776.50 plus \$60.00 per additional 200 KW increment
n.		Alarm Systems	
	I.	For the first device	\$74.00
	II.	Every additional 5 devices	\$17.00
o.		Reintroduction of Power-	\$130.50
p.		Certification of existing electric panel	
	I.	Per Panel	\$130.50
q.		Additional Services	

Note: Any fee not outlined or applicable in this “Nonresidential Building Permit Fee Schedule” document will be subject a fee as outlined by the Building Code Official prior to review of the permit application.

Attachment C

Brandywine Conservancy

Township Planning and Zoning Consultant



**BRANDYWINE
CONSERVANCY**

*Preserving Our
Land & Water*

November 19, 2018

Dear Municipal Official:

Thank you for considering the Brandywine Conservancy for help in meeting your municipality's planning, zoning, and development review assistance needs. For 2019 budgeting and/or reorganization purposes, please utilize the attached hourly consultant rate sheet.

Our hourly fees are the same as we offered in 2018 and would typically apply to our development review and expert testimony work performed on behalf of your municipality. For larger municipal projects, such as comprehensive plans, zoning ordinances, or open space plans, we normally will be working from a lump sum, or fixed-fee budget. Larger projects that are carried over from the current year will be invoiced by the Conservancy based on those rates in effect at the time of client authorization to proceed, unless so specified in our proposal.

If you have any questions, please contact me at 610-388-8389 or jtheilacker@brandywine.org. We wish you and your municipality a very happy holiday season and look forward to working with you in the new year.

Sincerely,

John Theilacker, AICP
Associate Director for Municipal Assistance



**BRANDYWINE
CONSERVANCY**

*Preserving Our
Land & Water*

**Schedule of Hourly Brandywine Conservancy
Consultant Rates for 2019**

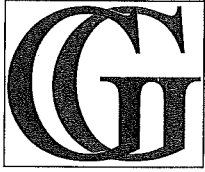
<u>Title</u>	<u>Hourly Rate</u>
Director	\$150.00
Associate Director	\$125.00
Senior Advisor	\$115.00
Manager	\$100.00
Senior Planner	\$80.00
Associate Planner	\$70.00
Assistant Planner	\$65.00
GIS Manager	\$80.00
GIS Specialist	\$70.00

Miscellaneous expenses will be billed at cost as they accrue, including copying, postage, subcontractors, blueprints, photographic expenses, and travel costs including mileage at the allowance which will not exceed the effective rate set by the Internal Revenue Service.

11/2018

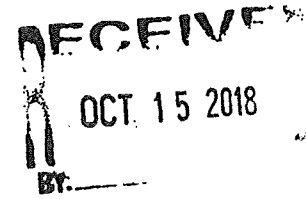
Attachment D

Gawthrop Greenwood PC Township Solicitor Fee Schedule



Gawthrop Greenwood, PC
Attorneys at Law

17 East Gay Street, Suite 100, P.O. Box 562 p. 610.696.8225
West Chester, PA 19381-0562 www.gawthrop.com



Patrick M. McKenna
610.696.8225 x 155
610.344.0922 fax
pmckenna@gawthrop.com

October 12, 2018

Robert Pingar, Manager
Westtown Township
P.O. Box 79
Westtown, PA 19395-0079

Re: 2019 Fees For Legal Services

Dear Rob:

Please be advised that for 2019, Gawthrop Greenwood has no plans to change the rates or the terms of engagement under which we currently service Westtown Township.

The firm is pleased to have the continuing opportunity to provide legal services in 2019 to the Township at our current rate of \$200 per hour. I highly value our long-standing relationship with the Township officials and staff. I would expect that for purposes of budgeting you would be safe in assuming that our experience in 2019 will be similar to the amount of work we did in 2018.

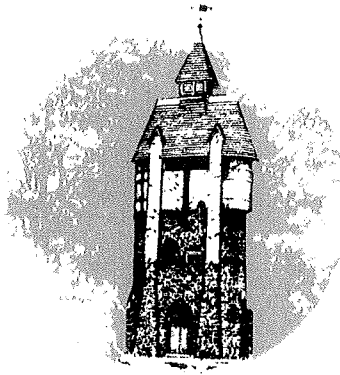
Very truly yours,

Patrick M. McKenna

Attachment E

Ronald Agulnick, ESQ

Township Zoning Hearing Board Solicitor Fee Schedule



WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
610-692-1930
email: administration@westtown.org

Post Office Box 79
Westtown, PA 19395
FAX 610-692-9651
www.westtownpa.org

December 31, 2018

Mr. Ronald M. Agulnick, Esq.
931 N. Hill Drive
West Chester, PA 19380

RE: 2019 Zoning Hearing Board Solicitor Fee

Dear Mr. Agulnick:

This will confirm that your fee schedule for the year 2019 will be billed at an hourly rate of Two Hundred Dollars per hour (\$200.00/hr).

This will be billed on a monthly basis in quarter hour increments. The monthly bills will be itemized as to work done, date of performance, and time spent for each task.

Thank you for your many years representing the Westtown Township Zoning Hearing Board.

Sincerely,

A handwritten signature in cursive script that reads "Robert R. Pingar".

Robert R. Pingar, P.E.
Township Manager

Attachment F

McCormick Taylor

Township Engineer Fee Schedule



December 14, 2018

Mr. Robert Pingar, P.E.
Township Manager & Director of Engineering
Westtown Township
1039 Wilmington Pike
Westtown, Pennsylvania 19382

RE: 2019 Fee Schedule

Dear Mr. Pingar:

Thank you for retaining McCormick Taylor to provide consulting municipal and traffic engineering services to Westtown Township in 2018. It has been our pleasure to work with you, the Township staff, Planning Commission and the Board of Supervisors.

Enclosed please find McCormick Taylor's Fee Schedule for 2019. We look forward to continuing to serve as your consultant in the New Year.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kevin M. Matson".

Kevin M. Matson, P.E.
Municipal Group Manager

cc: Ms. JoAnne Grube – Director of Finance
Susan Guisinger-Colón, P.E. – McCormick Taylor

Enclosure

McCormick Taylor, Inc.
2019 Professional Services Fee Schedule

Classification	2019 Hourly Rate	Personnel
Senior Project Manager II	\$155.00	<ul style="list-style-type: none"> • Kevin Matson, PE • Tiffany McClure-Rishel, PE • Andrew Parker, PE, PTOE
Senior Project Manager I	\$145.00	<ul style="list-style-type: none"> • John Bush, PE • Anthony Valencia
Project Manager	\$135.00	<ul style="list-style-type: none"> • Audrey Everett, CBSI, NICET IV, ACI • Terry Gallagher, ACI • Chris Nguyen, PE
Engineer II	\$125.00	<ul style="list-style-type: none"> • Tom Canataro, PE, CBSI • Justin Batchelor, PE
Engineer I	\$110.00	<ul style="list-style-type: none"> • Manasa Kondreddi, EI • Don Fein
Engineering Tech Manager	\$115.00	<ul style="list-style-type: none"> • Matthew Lamberti, EI
Engineering Technician III	\$95.00	<ul style="list-style-type: none"> • Cyrus Haghkar • Dylan Drumm
Engineering Technician II	\$90.00	<ul style="list-style-type: none"> • Christopher Esperson, EI • Genevieve Kraidman, EI
Engineering Technician I	\$75.00	<ul style="list-style-type: none"> • Thomas Bradley • Claire Zolovich
Support Services		
Professional Land Surveyor	\$140.00	<ul style="list-style-type: none"> • Robert Petralia, PLS
Environmental Project Manager	\$140.00	<ul style="list-style-type: none"> • Marisa Sapiezynski
Environmental Planner	\$120.00	<ul style="list-style-type: none"> • Emily Choudhry, PWS • Katrina Lawrence
Landscape Architect	\$125.00	<ul style="list-style-type: none"> • Sheryl Bernardo
GIS Specialist II	\$125.00	<ul style="list-style-type: none"> • Joseph Knieriem
Administrative	\$65.00	<ul style="list-style-type: none"> • Mishea Bell-Overton
Miscellaneous Charges		
Vehicle mileage will be billed at the standard corporate rate. Other reimbursable expenses will be billed based on actual costs incurred.		
Fee Schedule Period - January 1, 2019 to December 31, 2019 Method of Payment: Billing Rate		

Attachment G

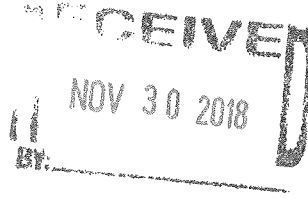
Carroll Engineering Corporation Township Sewer Engineer Fee Schedule



Carroll Engineering Corporation

November 28, 2018

Robert R. Pingar, P.E., Township Manager
Westtown Township
P.O. Box 79
Westtown, PA 19395



Dear Rob:

Subject: 2019 Rates

Carroll Engineering Corporation will start 2019 entering our 46th year in business. We are proud of our history and our reputation, and it has been clients like you that have enabled us to flourish and provide first class engineering services. We are humbled for the opportunity and your confidence to allow Carroll Engineering to represent you. For that we are grateful.

A copy of our proposed rates for 2019 is enclosed. Upon review, you will note that the proposed rates represent an increase on the order of 4 percent over our previous rates. The increase for my rate is slightly more than 4%, while that of James Horwath who will be providing additional assistance in 2019 will increase slightly less than 4%. The proposed rate increase will not affect previously approved project budgets.

This decision comes with a great deal of thought and is necessary for us to maintain the highest level of service that you have come to expect. We acknowledge that the proposed increase is slightly ahead of inflation in the current year. We appreciate your loyalty in consistently reappointing Carroll Engineering Corporation and hope the relationship we have shared in the past will reinforce the efforts needed to consistently offer excellent engineering services.

A copy of our 2019 Standard Consulting Contracting Terms and Conditions for Municipal and Municipal Authority Services is enclosed as well.

We are looking forward to working with the Westtown Township in 2019.

Very truly yours,

CARROLL ENGINEERING CORPORATION

William N. Malin, P.E.

WNM:aj

Enclosures

cc: Allen B. Mason, P.E., Senior Vice President, CEC

Today's Commitment to Tomorrow's Challenges

Corporate Office:
949 Easton Road
Warrington, PA 18976
215.343.5700

630 Freedom Business Center
Third Floor
King of Prussia, PA 19406
610.489.5100

101 Lindenwood Drive
Suite 225
Malvern, PA 19355
484.875.3075

105 Raider Boulevard
Suite 206
Hillsborough, NJ 08844
908.874.7500



Carroll Engineering Corporation

WESTTOWN TOWNSHIP 2019 RATE SCHEDULE

Principal	\$150.00
Department Manager	145.00
Professional V	140.00
Professional IV	135.00
Professional III	124.00
Professional II	118.00
Professional I	106.00
Engineer II	102.00
Engineer I	92.00
Project Manager II	118.00
Project Manager I	108.00
GIS Analyst II	102.00
GIS Analyst I	92.00
Technician IV	108.00
Technician III	92.00
Technician II	77.00
Technician I	67.00
Party Chief III	102.00
Party Chief II	92.00
Party Chief I	77.00
Instrument Person	62.00
Supervisor	119.00
Chief Field Representative	102.00
Field Representative III	92.00
Field Representative II	77.00
Field Representative I	70.00
Administrative Assistant	80.00
Clerical	62.00
Clerk	42.00

All services performed in accordance with Carroll Engineering Corporation Standard Consulting Contracting Terms and Conditions.

Today's Commitment to Tomorrow's Challenges

Corporate Office:
949 Easton Road
Warrington, PA 18976
215.343.6700

630 Freedom Business Center
Third Floor
King of Prussia, PA 19406
610.489.5100

101 Lindenwood Drive
Suite 225
Malvern, PA 19355
484.875.3075

105 Raider Boulevard
Suite 206
Hillsborough, NJ 08844
908.874.7500

**CARROLL ENGINEERING CORPORATION
2019 REIMBURSABLE EXPENSE RATES**

The following represent reimbursable expenses to all contracts for professional services. All such expenses shall represent an additional charge and shall not be included in the basic fee, unless otherwise noted in the contract.

In-House Bulk Photocopying (includes labor, binding materials, etc.)

Black	\$0.25	each
Color Image	\$1.00	each

Postage - Federal Express, Certified, Insured, Overweight - 1.1 times actual cost

Film & Processing - 1.1 times actual cost

Vehicles - Mileage Maximum Federal Reimbursement Rate

Tolls	1.1 times actual cost
Parking	1.1 times actual cost

Plan Reproduction (excluding labor)

Black	\$0.30	per square foot
Mylar	\$2.50	per square foot
Color	\$5.00	per square foot
Minimum charge	\$15.00	(up to 2 prints)

Mounting Board (excluding labor) - \$5.00 per square foot

Reimbursable Expense Labor (plan reproduction, board mounting, delivery/pickup) - \$43.00 per hour

Subconsultants - 1.1 times actual cost (including engineering, laboratory, outside printing/photocopying, and other reimbursable charges)

Others - All other expenses directly assignable to a contract as an additional service shall be invoiced at 1.1 times actual cost. Equipment to be used in the performance of services will be itemized in the agreement as a reimbursable expense.

Attachment H

Cedarville Engineering Group LLC

Township Stormwater Management Engineer Fee Schedule



October 23, 2018

Westtown Township Board of Supervisors
Westtown Township
PO Box 79
Westtown, PA 19395

CFIVE
OCT 26 2018
BT

RE: Municipal Rates for 2019
Westtown Township

Dear Board of Supervisors,

With sincerest gratitude, the team at CEDARVILLE Engineering Group, LLC appreciates the opportunity to work with Westtown Township. It has been our pleasure to serve the community in 2018 and we look forward to finishing the year providing value and excellence in service and communication. We do hope to continue the relationship with Westtown Township and have attached our rates for 2019 as a courtesy for planning and budgeting purposes.

As a valued client, your comments and opinions are very important to us. If you have any concerns or questions, please bring them to my attention.

Best Regards,
CEDARVILLE Engineering Group, LLC

April M. Barkasi, PE
Chief Executive Officer

Enclosures: 2019 Rates
Certificate of Insurance

cc: Beth Uhler



2019 SCHEDULE OF BILLABLE HOURLY RATES / EXPENSES

<u>TITLE</u>	<u>RATE</u>
Building Code Official - Residential I	\$ 82.50
Building Code Official - Residential II	\$ 87.50
Building Code Official - Commercial I	\$ 102.00
Building Code Official - Commercial II	\$ 115.00
Construction Inspector I	\$ 87.50
Construction Inspector II	\$ 98.00
Construction Manager	\$ 102.00
Designer I	\$ 87.50
Designer II	\$ 101.00
Engineer I	\$ 82.50
Engineer II	\$ 95.00
Engineer III / Professional Surveyor	\$ 115.00
Environmental Scientist/GIS I	\$ 82.50
Environmental Scientist/GIS II	\$ 92.50
Environmental Scientist/GIS III	\$ 105.00
Principal	\$ 135.00
Project Manager I	\$ 105.00
Project Manager II / Certified Soil Scientist	\$ 115.00
Technical Assistant	\$ 65.00
Two Man Survey Crew	\$ 155.00
Zoning Officer	\$ 82.50

<u>EXPENSES</u>	
Photocopies	0.25 per copy
Plotter Reproduction	2.00 per square foot
Other Reproduction	Square foot rate subject to type of material used
Transportation Expenses	Prevailing IRS Rate
Other Direct Costs	Cost plus 15% to include, but not limited to subcontractors, supplies and other materials

Attachment I

Albert Federico Consulting LLC
Township Traffic Engineer Fee Schedule



ALBERT FEDERICO CONSULTING, LLC

Traffic Engineering and Mobility Solutions
133 Rutgers Avenue
Swarthmore, PA 19081

November 29, 2018

via email only

Robert Pingar, P.E., Township Manager
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Re: Municipal Traffic Engineering Services
Westtown Township, Chester County

Mr. Pingar:

It has been a pleasure working with you and your staff this past year.

I look forward to continuing to support the Township in the new year. For 2019 Traffic Engineering Consulting services will continue to be provided at the current rate of \$125 per hour plus reimbursable expenses.

Please do not hesitate to contact me at albert@federico-consulting.com or 610.608.4336 should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Federico', written over the typed name.

Albert Federico, P.E., PTOE

Attachment J

Highway Occupancy Permit Fee Calculation Sheet

HIGHWAY OCCUPANCY PERMIT

Permit # _____

FEE CALCULATION SHEET

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing the permit, including the preliminary review of the site location.

	Unit Fee	Number of Units	Total
1) Application Fee			
a) Utility	\$50.00		
b) Driveways			
(i) minimum use <i>(e.g. single-family dwelling, apartments with five or fewer units)</i>	\$15.00		
(ii) low volume <i>(e.g. office buildings, car washes)</i>	\$30.00		
(iii) medium volume <i>(e.g. motels, fast food restaurants, service stations, small shopping plazas)</i>	\$40.00		
(iv) high volume <i>(e.g. large shopping centers, multi-building apartment or office complexes)</i>	\$50.00		
c) Other <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
2) Supplement Fee <i>(each six month time extension) (each submitted change)</i>	\$10.00		
3) Emergency Permit Card <i>(each card)</i>	\$5.00		
4) Exemption <i>(see back for list of exemptions)</i> None			
Applicant Fee Total:			

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

	Unit Fee	Number of Units	Total
5) Driveways			
a) Each minimum use driveway	\$10.00		
b) Each low-volume driveway	\$20.00		
c) Each medium-volume driveway	\$35.00		
d) Each high-volume driveway	\$50.00		
6) Surface Openings <i>(These fees are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way)</i>			
a) Total Linear feet of opening <i>(each 100 foot increment or fraction thereof):</i>			
(i) Opening in pavement	\$40.00		
(ii) Opening in shoulder	\$20.00		
(iii) Opening outside pavement and shoulder	\$10.00		
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.			
7) Surface Openings of Less Than 36 Square Feet <i>(e.g. service connections performed independently of underground facility installation, pipe line repairs) (each opening)</i>			
(i) Opening in pavement	\$30.00		
(ii) Opening in shoulder	\$15.00		
(iii) Opening outside pavement and shoulder	\$10.00		
If an opening simultaneously occupies two or more highway access areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.			
8) Above-Ground Facilities <i>(e.g. poles, guys and/or anchors if installed independently of poles)</i>			
a) Up to 10 physically connected above-ground facilities <i>(each continuous group)</i>	\$20.00		
b) Additional above-ground physically connected facilities <i>(each pole with appurtenances)</i>	\$2.00		
9) Crossings <i>(e.g. "overhead" triples, conveyors or pedestrian walkways and "undergrade" subways or mines)</i>	\$80.00		
10) Seismograph-Vibroiseis Method <i>(e.g. prospecting for oil, gas)</i>			
a) First mile	\$50.00		
b) Each additional mile or fraction thereof	\$5.00		
11) Non-Emergency Test Holes in Pavement of Shoulder <i>(each hole)</i>	\$5.00		
12) Other <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
Inspection Fee Total:			
Grand Total:			

Attachment K

Mingis, Gutowski & Company, LLP

Annual Audit Fee Schedule



MINGIS, GUTOWSKI & COMPANY, LLP

Certified Public Accountants 300 West State Street, Suite 206 • Media, PA 19063

610-544-5100
FAX: 610-544-9767

October 12, 2018

Board of Supervisors
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Dear Members of the Board of Supervisors:

We are pleased to confirm our understanding of the services we are to provide to Westtown Township for the years ending December 31, 2018, 2019, and 2020. We will audit the modified cash basis financial statements of Westtown Township as of December 31, 2018, 2019, and 2020 and for the years then ended in connection with preparation of the required Commonwealth of Pennsylvania Annual Audit and Financial Report on Form DCED-CLGS-30.

Audit Objective

The objective of our audit is the expression of an opinion as to whether your Annual Audit and Financial Report is fairly presented, in all material respects, on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and budget laws of the Commonwealth of Pennsylvania, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Westtown Township's financial statements. Our report will be addressed to the Board of Supervisors of Westtown Township. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Westtown Township
October 12, 2018
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Our report on the financial statements will contain a restrictive use paragraph stating that the report is intended solely for the information and use of Management and the members of the Board of Supervisors of Westtown Township and for filing with the Department of Community and Economic Development (DCED) and the Office of the Prothonotary and should not be used by anyone other than these specified parties.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures, if any, in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Westtown Township
October 12, 2018
Page 3

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Township and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Westtown Township's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We also assist in preparing the financial statements of the Township in conformity with the modified cash basis of accounting based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial

Westtown Township
October 12, 2018
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statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Audit Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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October 12, 2018
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David J. Barrett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The Annual Audit and Financial Report will be prepared by the Township's Director of Finance. At the conclusion of the audit engagement, we will report on the Township's Annual Audit and Financial Report, Form DCED-CLGS-30, and assist management with the required publication of financial information.

Our fee for these services will be \$13,700, \$14,000, and \$14,400 for the years ending December 31, 2018, 2019, and 2020, plus the actual cost of any out-of-pocket expenses incurred, and will be billed either as the work progresses or upon completion of our engagement. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time becomes necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Based on present information, we do not expect that any additional time will, in fact, be required to perform the engagement.

We understand that your employees will prepare all cash and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Mingis, Gutowski & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a governmental agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mingis, Gutowski & Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a governmental agency or its designee. The governmental agency or its designee may intend or decide to distribute copies or information contained therein to others, including other governmental agencies.

One of our practice management goals is to ensure that consulting services performed by us for our clients are provided as effectively, efficiently, and economically as possible. If we are called upon to provide consulting services, we will work closely on a day-to-day basis with Township management, and with other Township staff, as appropriate, to ensure a unified approach, the open flow of information, and the awareness of engagement status. Any consulting services beyond the scope of the normal examination that may be requested by Township management will be charged on an

Westtown Township
October 12, 2018
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hourly basis based on rates for experienced personnel that range from \$135 to \$175. It is to be understood that in providing consulting services to the Township, we will not assume the role of employee or management, we will not consummate transactions, and we will not have custody of assets or exercise authority. Our role will be advisory in nature in order that our role as independent auditors for the Township will not be impaired. Based on the nature of any consulting services requested, we may need to issue a separate engagement letter.

We appreciate the opportunity to be of service to Westtown Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Mingis, Gutowski & Company, LLP

RESPONSE:

This letter correctly sets forth the understanding of Westtown Township.

By: *[Signature]*, Chair Board of Supervisors Date: 11/19/2018

By: _____ Date: _____

By: *[Signature]* Vice-Chair Date: 11/19/2018

Check Register

Westtown Township

04-Jan-19

From: 18-Dec-18 To: 07-Jan-19

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 1 GENERAL FUND					
14684	12/20/2018	405540	Albert Federico Consulting, LL	\$1,562.50	O
14685	12/20/2018	7261	Allison Corcoran	\$220.39	O
14686	12/20/2018	1228	Brandywine Catering	\$4,177.50	O
14687	12/20/2018	7267	Brandywine Red Clay Alliance	\$203.20	O
14688	12/20/2018	6958	Capital One Bank	\$75,439.75	O
14689	12/20/2018	7266	Chester County Engineers	\$200.00	O
14690	12/20/2018	7191	Code Inspections Inc	\$8,512.35	O
14691	12/20/2018	405664	James Brookover	\$10.57	O
14692	12/20/2018	175	MAIN LINE CONCRETE & SU	\$33.60	O
14693	12/20/2018	5954	Pamela Coleman	\$73.58	O
14694	12/20/2018	5706	PeopleShare, LLC	\$164.94	O
14695	12/20/2018	862	Pipe Xpress, Inc.	\$92.27	O
14696	12/20/2018	314	Proforma Print Marketing	\$309.01	O
14697	12/20/2018	7179	Square 9 Softworks	\$914.00	O
14698	12/20/2018	860	TrueNet, Inc	\$120.00	O
14699	12/26/2018	276	ALL SEASONS LANDSCAPIN	\$1,600.00	O
14700	12/26/2018	5745	Brian Hoskins Ford	\$86,655.00	O
14701	12/26/2018	5547	CJs Tire & Automotive Svcs	\$1,022.07	O
14702	12/26/2018	5598	GFOA-PA	\$75.00	O
14703	12/26/2018	48	H. A. Weigand Inc	\$702.60	O
14704	12/26/2018	878	Intercon Truck Equipment	\$120.00	O
14705	12/26/2018	46	JoAnne Grube	\$500.00	O
14706	12/26/2018	7295	Mila Robinson	\$230.25	O
14707	12/26/2018	7327	Scott E Yaw	\$91.37	O
14708	12/26/2018	5540	W. B. Mason Co., Inc	\$287.79	O
14709	12/26/2018	7229	William Ethridge	\$188.88	O
14710	12/26/2018	405669	Kee Landscaping	\$18,500.00	O
14711	12/28/2018	47	Robert E. Doan	\$500.00	O
14712	1/2/2019	980	USPS- Postmaster	\$1,595.67	O
14713	1/3/2019	7	Westtown-East Goshen PD	\$429,728.98	O
Bank Total:				\$633,831.27	
Bank Account: 8 WASTEWATER FUND					
3292	12/26/2018	5692	PT Equipment LLC	\$1,534.17	R
Bank Total:				\$1,534.17	
Bank Account: 18 CAPITAL PROJECTS FUND					
1139	12/19/2018	405497	GM Mechanical Inc.	\$25,020.00	O
1140	12/19/2018	405495	L.J. Paoella Construction, In	\$196,154.61	O
1141	12/19/2018	1074	LENNI ELECTRIC CORPORA	\$49,641.85	O
1142	12/19/2018	6468	Carroll Engineering Corp	\$9,809.00	O

Check Register**Westtown Township**

04-Jan-19

From: 18-Dec-18 To: 07-Jan-19

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
1143	12/19/2018	5400	L/B Water Service, Inc.	\$8,319.70	O
1144	12/19/2018	7234	Linn Architects	\$1,750.00	O
1145	12/19/2018	175	MAIN LINE CONCRETE & SU	\$303.00	O
			Bank Total:	\$290,998.16	
			Total Of Checks:	\$926,363.60	
