

WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
610-692-1930

Post Office Box 79
Westtown, PA 19395
FAX 610-692-9651

www.westtownpa.org

AGENDA Westtown Township Board of Supervisors Workshop

**Westtown Township Municipal Building
1039 Wilmington Pike, Westtown**

Monday, April 1, 2019

Executive Session at 5:30 pm

Public Session at 6:30 pm

- 1. Executive Session**
- 2. Oakbourne Road Bridge Replacement Project**
- 3. 100% Renewable Energy Transition Plan**
- 4. Liquor License Transfer Ordinance**
- 5. Battle of Brandywine Historical Marker**



Carroll Engineering Corporation



March 22, 2019

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

Dear Rob:

Subject: Oakbourne Road Bridge Replacement – Westtown Township, Chester County, PA

Carroll Engineering Corporation has reviewed bids received on Thursday, March 14, 2019 for the subject bridge replacement project. We have prepared the attached Bid Tabulation for your information and records. A total of seven (7) bidders submitted bids.

The lowest base bid was submitted by Road-Con, Inc. of West Chester, PA, in the amount of **\$738,329.03**. Road-Con's bid is complete and mathematically correct, and they have the required PennDOT Prequalification for the work (copy attached). It should be noted the Engineer's Estimate for this project was \$750,000.00, and therefore, Road-Con's bid is considered competitive. Additionally, Road-Con has completed similar bridge replacement projects for various agencies including PennDOT and Municipalities in the past. Road-Con is not on the Pennsylvania Department of General Services Debarred Contractors List. With their bid, they have submitted their Non-Collusion Affidavit, Bid Security and Public Works Employment Verification Form (copies attached).

Based on the above, Carroll Engineering Corporation recommends award of the Base Bid to Road-Con, Inc., in the total amount of **\$738,329.03**.

Should you have any questions or would like to discuss this matter in further detail, please feel free to contact me at 215-343-5700, Extension 317 or jcoyle@carrollengineering.com.

Very truly yours,

CARROLL ENGINEERING CORPORATION

Justin M. Coyle, P.E.
Department Manager

JMC:dp
Attachments

cc: Thomas A. Gockowski, P.E., President, CEC
William N. Malin, P.E., 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



Solicitation - Bids

3/14/2019 11:04 AM Eastern

Solicitation Title: Oakbourne Road Bridge Replacement
 Number: Westtown Township, Chester County, PA
 Bids Due: 3/14/2019 11:00:00 AM Eastern
 Status: Pending Award

Visible to Vendors: Currently Visible | [Hide](#)

[<< Back](#)

[All Line Items](#)

Base Bid Totals by Vendor

[export](#) [print](#) Records Per Page ▼

Company	Base Bid ▲
Road-Con, Inc.	\$738,329.03
column construction	\$770,776.60
JPS Construction Co	\$888,000.00
DOLI Construction Corporation	\$970,417.25
Construction Masters Services, LLC	\$994,965.00
Eastern Highway Specialists, Inc.	\$1,066,454.40
Baseline Contracting, Inc.	\$1,159,767.75

Bid Items

[export](#) [print](#)

Records Per Page ▼

Line Item	Type	Description	Unit Of Measure	Quantity	Extended Estimate Price	Estimate Source	Road-Con. Inc.	column construction	JPS Construction Co	DOLI Construction Corporation	Construction Masters Services, LLC	Eastern Highway Specialists, Inc.	Baseline Contracting, Inc.
1	BASE	Item 0203-0001, Class 1 Excavation	CY	516.0000			22,188.00	21,981.60	79,335.00	18,060.00	20,640.00	30,960.00	29,231.40
2	BASE	Item 0203-0004, Class 1B Excavation	CY	54.0000			4,050.00	3,140.10	26,568.00	2,430.00	2,592.00	8,154.00	3,834.00
3	BASE	Item 0212-0001, Geotextile, Class 1	SY	180.0000			207.00	900.00	2,214.00	720.00	630.00	1,494.00	1,800.00
4	BASE	Item 0311-0426, Superpave Asphalt Mixture Design, WMA Base Course, PG 64-22, 0.3 to < 3 Million ESALS, 25.0 MM Mix, 6" Depth	SY	501.0000			20,040.00	17,034.00	26,157.21	27,054.00	15,280.50	29,559.00	28,281.45
5	BASE	Item 0350-0106, Subbase 6" Depth (No. 2A)	SY	501.0000			6,613.20	8,216.40	12,324.60	4,008.00	7,264.50	12,525.00	19,539.00
6	BASE	Item 0411-0481, Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 0.3 to < 3 Million ESALS, 9.5 MM Mix, 1-1/2" Depth, SRI -F	SY	668.0000			11,589.80	9,352.00	21,035.32	8,684.00	8,684.00	21,376.00	20,407.40

7	BASE	Item 0411-6450, Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 0.3 to < 3 Million ESALS, 19.0 MM Mix, 2-1/2" Depth	SY	501.0000	10,420.80	7,515.00	12,234.42	11,022.00	8,517.00	20,791.50	20,040.00
8	BASE	Item 0460-0001, Bituminous Tack Coat	SY	501.0000	501.00	1,503.00	430.86	125.25	1,252.50	1,703.40	1,653.30
9	BASE	Item 0491-0012, Milling of Bituminous Pavement Surface, 1-1/2" Depth, Milled Material Retained By Contractor	SY	170.0000	5,950.00	11,900.00	7,558.20	850.00	5,440.00	10,880.00	10,429.50
10	BASE	Item 0608-0001, Mobilization including SEPTA "Right of Entry" Agreement (see Appendices of Specifications)	LS	1.0000	40,000.00	40,000.00	42,345.51	75,000.00	51,000.00	53,350.00	92,797.00
11	BASE	Item 0610-7002, 6" Pavement Base Drain	LF	301.0000	6,501.60	14,568.40	18,511.50	3,612.00	10,535.00	8,729.00	3,311.00
12	BASE	Item 0615-0040, Subsurface Drain Outlet Endwall	EA	2.0000	1,616.00	800.00	4,920.00	800.00	2,200.00	2,200.00	1,100.00
13	BASE	Item 0615-0066 66" Red Subsurface Drain Outlet Marker	EA	2.0000	128.00	120.00	132.84	100.00	120.00	138.00	118.00
14	BASE	Item 0619-0477, SKT-SP (End Treatment)	EA	2.0000	11,400.00	11,900.00	20,418.00	12,000.00	18,400.00	11,000.00	18,260.00
15	BASE	Item 0620-0015, Thrie-Beam to Vertical Wall Bridge Barrier Transition	EA	2.0000	11,400.00	13,800.00	30,627.00	20,000.00	28,000.00	11,000.00	27,390.00
16	BASE	Item 0620-0503, Remove Existing Guide Rail (Contractor's Property)	LF	2.0000	200.00	1,250.00	2,460.00	200.00	800.00	60.00	220.00
17	BASE	Item 0620-0594, PA Structure Mounted Guide Rail	LF	50.0000	29,750.00	33,250.00	22,447.50	12,500.00	20,000.00	28,650.00	22,572.50
18	BASE	Item 0620-1600, Type 31-S Guide Rail	LF	50.0000	4,000.00	3,000.00	7,380.00	5,750.00	6,750.00	3,850.00	6,600.00
19	BASE	Item 0630-0001, Plain Cement Concrete Curb	LF	311.0000	18,660.00	18,069.10	30,602.40	24,880.00	18,660.00	15,083.50	15,394.50
20	BASE	Item 0845-0001, Unforeseen Water Pollution Controls (Must Be \$3,000.00)	PDA	1.0000	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
21	BASE	Item 0850-0024, Rock Lining, Class R-6 (Choked with R-3)	SY	42.0000	9,660.00	7,392.00	20,664.00	4,200.00	5,040.00	10,080.00	12,772.20
22	BASE	Item 0901-0001, Maintenance and Protection of Traffic	LS	1.0000	10,000.00	4,100.00	7,134.00	8,500.00	4,600.00	5,800.00	7,760.00

				During Construction							
23	BASE	Item 0931-0001, Post-Mounted Signs, Type B	SF	38.0000	1,900.00	1,520.00	3,038.10	1,900.00	2,660.00	1,786.00	2,090.00
24	BASE	Item 0941-0001, Reset Post-Mounted Signs, Type B	SF	6.0000	300.00	960.00	354.24	600.00	312.00	288.00	828.00
25	BASE	Item 0960-0001, 4" White Hot Thermoplastic Pavement Markings	LF	500.0000	900.00	1,660.00	925.00	1,000.00	1,625.00	1,450.00	825.00
26	BASE	Item 0960-0002, 4" Yellow Hot Thermoplastic Pavement Markings	LF	530.0000	954.00	1,738.40	980.50	1,060.00	1,722.50	1,537.00	874.50
27	BASE	Item 0960-0021, 24" White Hot Thermoplastic Pavement Markings	LF	20.0000	310.00	392.60	319.80	400.00	660.00	690.00	286.00
28	BASE	Item 0964-0001, 4" White Epoxy Pavement Markings	LF	50.0000	2,150.00	2,241.00	2,214.00	2,000.00	4,100.00	2,000.00	1,980.00
29	BASE	Item 1002-0053, Reinforcement Bars, Epoxy Coated	LB	4500.0000	15,300.00	11,610.00	22,140.00	6,750.00	9,000.00	13,500.00	11,700.00
30	BASE	Item 1018-0050, Removal of Existing Bridge	LS	1.0000	45,000.00	40,700.00	50,577.60	25,000.00	16,000.00	65,000.00	50,796.00
31	BASE	Item 4850-0022, Rock Lining, Class R-4	SY	20.0000	1,800.00	3,350.00	9,840.00	1,200.00	1,280.00	2,720.00	5,508.00
32	BASE	Item 8550-0001, Precast Concrete Box Culvert, As Designed	LS	1.0000	278,736.00	341,884.00	285,335.40	558,012.00	286,800.00	400,000.00	343,138.00
33	BASE	Item 9000-0001, Erosion and Sediment Controls	LS	1.0000	85,000.00	52,529.00	61,500.00	2,000.00	108,000.00	175,000.00	144,171.00
34	BASE	Item 9000-0002, Topsoil, Seed and Mulch	SY	200.0000	4,800.00	12,900.00	12,300.00	2,000.00	8,400.00	2,100.00	16,150.00
35	BASE	Item 9203-0101, Temporary Excavation Support and Protection System	LS	1.0000	73,303.63	66,500.00	39,975.00	125,000.00	315,000.00	110,000.00	234,910.00

Memo

Date: February 22, 2019

To: East Bradford Township Board of Supervisors
East Goshen Township Board of Supervisors
West Goshen Township Board of Supervisors
West Whiteland Township Board of Supervisors
Westtown Township Board of Supervisors
West Chester Borough Council

From: Rick Smith, East Goshen Township Manager

Re: Energy Transition Plan

By way of background, in November 2018, the WCACOG approved the issuance of a RFP for Renewable Energy Planning services. The RFP was a request for a consultant to develop an Energy Transition Plan to achieve 100% renewable electricity by 2035 and 100% renewable energy for all uses by 2050.

The RFP was issued in December and proposals were due on February 4, 2019. The WCACOG received proposals from the following firms:

- Amerex Energy - Sugar Land, TX (Office in West Chester)
- Cadmus Group - Boston, MA
- Enel X – Boston, MA
- NEWR Energy - Bethesda, MD (office in Philadelphia)
- Optimal Energy - Hinesburg, VT
- Pennoni-Krug – West Chester, PA
- ProtoGen Energy Aligned - Quakertown, PA
- Synapse Energy Economics – Cambridge, MA
- Practical Energy Solutions - West Chester, PA - expressed interest in the project but did not submit a proposal since their Vice President, Dianne Herrin, is also the Mayor of West Chester

Prior to the receipt of proposals, Thornbury Township indicated that they did not want to participate in this project.

A review team consisting of the municipal managers and three representatives from the Chester County Clean Energy Leaders reviewed the proposals and interviewed (via a video conference) three of the firms that submitted proposals.

The review team recommended that the WCACOG accept the proposal from Cadmus Group LCC in the amount of \$75,000. Cadmus has developed an energy transition plan for King County in Washington and is in the process of developing a plan for Buncombe County in North

Carolina, which includes the city of Asheville. They provide technical assistance to the DVRPC for their Solar Ready II project and worked on projects for the U.S. Department of Energy.

At their meeting on February 21, 2019, the WCACOG approved a motion to accept the proposal from Cadmus in the amount of \$75,000, with the cost to be apportioned based on population:

	Population	Percentage		
East Bradford	10,038	9.97%		\$7,475
East Goshen	18,339	18.21%		\$13,656
West Chester B.	19,842	19.70%		\$14,775
West Goshen	23,137	22.97%		\$17,229
West Whiteland	18,450	18.32%		\$13,739
Westtown	10,913	10.84%		\$8,126
Total	100,719	100.00%		\$75,000

The WCACOG is comprised of an elected official from each of seven municipalities in the West Chester region. Under the terms of the inter-municipal agreement that created the WCACOG, the governing body of each of member municipality must specifically approve participation in any WCACOG project. Accordingly, in order for each of your respective municipalities to participate in this project, an affirmative vote of your respective governing body is required.

The next WCACOG meeting is scheduled for April 25, 2019, so we would appreciate receiving your decision by that date.

Attached is a synopsis of the project, along with an excerpt from the proposal from Cadmus.

ENERGY TRANSITION PLAN

This project will result in the creation of an Energy Transition Plan (“the Plan”) with a goal of 100% renewable energy electricity by 2035 and 100% renewable energy for all uses by 2050 in a fair and inclusive transition process. It should be noted that this project is intended to not only affect municipal operations, but rather all uses, including residential, commercial, business, industrial, educational, retail, and transportation.

Cadmus has broken the project into five tasks which are summarized below:

Task 1 – A kickoff meeting (via video conference) with members of the WCACOG to provide Cadmus with a better understanding of our objectives, stakeholder engagement, and the schedule for the Plan.

Task 2 - The creation of an advisory group that will include a representative from each municipality, a representative from the DVRPC, other representatives as determined by WCACOG, and eight stakeholders from the West Chester area. Cadmus will interview the stakeholders to obtain their input on how to address their specific needs and challenges. A community visioning session will be held to solicit input from the general public. A website will be created to provide information to the public on the project. A summary of the results will be compiled for use by the advisory group.

Task 3 – Cadmus will compile a list of policies based on the stakeholder interviews and community visioning session, and for each policy, identify and assess the various barriers and opportunities that exist for its implementation. They will then prepare a policy summary matrix that will summarize the above information. Cadmus will also identify up to eight sites that may be suitable for renewable energy or energy storage.

Task 4 – Cadmus will identify the current mix of electric power sources for the West Chester area. A business-as-usual forecast of the electric power mix will be developed for use as a baseline. The impacts of the various policies identified in Task 3 will be modeled to determine the expected energy, financial, and economic impacts on this baseline. The various policies will be analyzed and grouped as appropriate, and Cadmus will prepare a memo summarizing the above information and how it helps to achieve the 100% renewal energy goal.

Task 5 – The final Plan, including short-, medium-, and long-term objectives will be developed. Specific action items will be identified for the short- and medium-term objectives. Generalized steps will be identified for the long-term objectives. Cadmus will present the plan at a public meeting.

Attached are the applicable pages from their proposal.

3. Approach to Project

The following section describes the Cadmus team’s approach to accomplishing the tasks laid out by West Chester Area Council of Governments (WCACOG) in its RFP. The West Chester Area Council of Governments, representing West Chester Borough and the townships of East Bradford, West Whiteland, West Goshen, East Goshen, Westtown, and Thornbury, will hereby be referred to as *WCACOG*, and the multi-jurisdictional area it represents will be referred to as *the West Chester Area*.

Task 1. Kickoff Meeting

At the outset of the project, the team will first conduct a scoping call with WCACOG to further hone the scope of the project together and to better understand the regional vision, objectives, and constraints. The scoping call will include WCACOG’s preferences on key aspects of the project including the breadth and depth of the stakeholder engagement process, project schedule, deadlines for key deliverables and the timing of regular check-ins.

Key Deliverables:

- Kickoff call with WCACOG
- Finalized scope of work
- Gantt chart

Task 2 - Stakeholder and Community Engagement

Task 2a. Project Advisory Group Formation and Intake Interviews

To obtain feedback from key stakeholders in the West Chester Area, Cadmus will work with WCACOG to assemble an advisory group. This core working group will be comprised of a representative from each city, along with at large representatives from the DVRPC and potential additional members as suggested by WCACOG. The Project Team will call on this advisory group to provide critical input and feedback throughout the Renewable Energy Planning process.

As part of its initial outreach, the Project Team will conduct up to eight individual “intake interviews” with these advisory group members. The intake interviews will focus on understanding directly from key stakeholders their priorities, concerns, and preferences for renewable energy implementation. Furthermore, it will allow the Project Team to understand perspectives from members of each of the seven communities. The individualized nature of the interviews will allow for insights to be shared that might not otherwise be discussed at a meeting with additional stakeholders. These conversations can serve to build initial stakeholder support as well as demonstrate inclusion by inviting stakeholders to interview who may not be strong supporters of the renewable energy plan. It can allow stakeholders to air their concerns in a format that will not detract from a larger group discussion. Overall, the intake interviews will inform the development of the materials for the Advisory Group Meeting (Task 2b).

Task 2b. Advisory Group Meeting

The Project Team will meet in-person with WCACOG, and selected stakeholders (potentially Advisory Group). This meeting would involve reviewing the agenda for the broader Community Visioning Workshop and to solicit detailed feedback from members on discussion topics in advance of the

Community Visioning Workshop. A key conversation will be confirming WCACOG’s energy goals, which will involve defining what methods of generation will count as renewable. The small group meeting will also serve as an initial opportunity for the Project Team to identify preferences and common barriers shared by the seven communities. The small group would discuss topics likely to be raised by attendees at the broader meeting and strategize as to how to frame the conversation most productively. Holding this meeting in advance of the public workshop will allow the Project Team to review material with the advisory group before making a full public presentation and will allow for a more detailed discussion as a small group.

Task 2c. Community Visioning Workshop

Later in the day (likely in the evening to allow for greater community attendance), WCACOG and Project Team would hold a launch meeting in a central location with community, and advisory group members. This professionally-facilitated workshop will seek to identify different community perspectives on municipal energy goals and priority, and to discuss the community’s specific needs, challenges, and goals for the project. Holding this stakeholder meeting at the outset of the project will ensure the team can best align tasks with goals. Discussion questions and presentation topics will be developed with WCACOG in advance of the meeting.

At the stakeholder workshop, a group visioning exercise will guide the process for establishing a community-wide vision for achieving the WCACOG’s Renewable Energy Targets. Preliminarily, discussion topics will include:

- **Priorities:** *What are the group’s key drivers and priorities for renewable energy implementation?* Communities are motivated to transition to 100 percent renewable energy utilization for a variety of reasons. Identifying which one or more of these are key drivers is a critical step in determining the most effective path for implementation of renewable energy for the community. For instance, a few potential priorities may include reducing energy costs, reducing GHG emissions, and strengthening local economic development.
- **Collective Vision of Success:** *What tangible changes would be evident in our community if WCACOG were achieved its 100 percent renewable energy goals?* This might include increased financial strength (e.g. average reduction in energy bills for households and businesses), greater resilience (fewer power outages during storms), and economic or other co-benefits (local energy jobs).
- **Obstacles:** *What have been obstacles to renewable energy implementation thus far? What would mitigate these obstacles?* This may include policy constraints, stakeholder opposition, or other challenges. Clarifying these upfront allows the community and Project Team to learn from past pitfalls and focus efforts on moving forward.

Following this round of stakeholder engagement, the Project Team will prepare a memo that summarizes the findings from the intake interviews, Advisory Group Meeting, and Community Visioning Workshop and identify how these outputs will inform later tasks.

Task 2d. Ongoing Public Education and Outreach Support

The Project Team will develop a simple project website to house outreach materials and deliverables, which will serve to keep the community updated after the community meeting. Cadmus will make regular updates to this website, describing project progress and posting interim task deliverables.

Members of the Project Team will also be available to call in to public or stakeholder meetings as appropriate to support WCACOG members in updating community members and elected officials on progress.

Key Deliverables:

- Eight individual intake interviews
- In-person Advisory Group Meeting
- Community Visioning Meeting
- Memo summarizing findings from interviews, Advisory Group Meeting, and Community Visioning Workshop
- Project website and outreach materials

Task 3. Policy Options and Barriers Analysis

Task 3a. Compilation of Policy Options

Based on the initial community visioning workshop with WCACOG, as well as Cadmus’ prior work with municipal governments nationwide, the Project Team will compile a list of strategy options that were either directly identified by WCACOG and other relevant stakeholders or are based on best practices that could align with WCACOG’s goals.

Based on its *Pathways to 100* report and prior local energy planning projects, Cadmus has developed a preliminary list of more than two dozen actions that may be included in such a roster of potential policy actions across multiple technologies. Actions included may include, for example, direct use of municipal legal authority, use of the city’s convening abilities or the creation of community-based programs, partnerships with utility or state organizations to implement innovating tariff, financing, or incentive programs, transportation electrification or demand management strategies, and other emerging local government policy strategies. The Project Team will revise the resulting list based on stakeholder feedback and WCACOG’s interests to develop a custom set of policy options for evaluation in this effort.

The Project Team will look at options that deploy the hard powers of WCACOG member governments — options to use city resources to act locally and to use city authority to require local action. This will include exploring opportunities for collaboration with other parties to act regionally or statewide, including engagement of county or state government to take steps to allow for greater action, and cooperation with legislators, regulators, or agency staff.

Task 3b. Barriers and Opportunities Assessment

For each policy or program option of interest, the Project Team will assess the feasibility and expected impacts of such an effort within Pennsylvania’s policy and regulatory structure. The research will be specific to Pennsylvania’s energy context, drawing on our extensive experience with state municipalities and utilities, and the regional expertise of the Advisory Staff. The project team will conduct desk research to evaluate relevant barriers and opportunities, consulting regional installation databases, integrated resource plans, and other independent studies where available. Considerations for the barriers and opportunities research may include the type and scale of each action and strategy, and county cost-effectiveness and general effectiveness (low to high) and feasibility of the policy options.

This work will be done in consultation with the project advisory group to provide additional insights related to key barriers, potential existing gaps, and opportunities for continued renewable energy penetration. The Project Team will coordinate with WCACOG to conduct outreach to key stakeholders and will utilize the deep local knowledge of its project partners to ensure that local policy issues are reflected in the assessment of barriers and opportunities.

Based on this assessment, the Project Team will develop a policy summary matrix which provides qualitative descriptions of the feasibility, scalability, and impact of various policy options. The Project Team will share the list of potential strategies and policy matrix with the Advisory Group.

Task 3c. Potential Renewable Energy and Energy Storage Site Identification

Informed by stakeholder conversations, the Project Team will identify and compile a short list of potential sites for renewable energy or energy storage site development. The Project Team will conduct high-level pre-feasibility assessments for up to eight sites, taking into account factors such as available land area, proximity to power lines, and other factors informing site feasibility. Given budget constraints, our team anticipates that this study will be high-level. However, our team does provide no-cost technical assistance through the U.S. Department of Energy's SolSmart program. If WCACOG communities are interested in pursuing a more in-depth feasibility analyses solar specifically, our team can provide this type of technical assistance through the SolSmart program.

Key Deliverables:

- Memo detailing potential policy options including barriers
- Strategy analysis matrix comparing the options
- Pre-feasibility assessment of eight sites

Task 4. Policy Impact Modeling

In Task 4, the Project Team will identify the likely energy and financial impacts of a set of programs of interest to the West Chester Area, as well as a range of scenarios that reflect high concentrations of renewable energy and their associated costs.

The Project Team will first conduct research on the current mix of electric power sources for the West Chester Area, and develop a business-as-usual forecast of likely changes in electric power mix during the planning period.

From this baseline, the Project Team will assess the likely energy impacts (as well as the associated greenhouse gas emissions reductions) of each strategy selected in Task 3 above towards WCACOG's renewable energy goal, as well as the potential direct costs and benefits to the communities associated with each opportunity. The Project Team can draw on its existing database of local government policy impacts, as well as its existing city energy model, to conduct this work efficiently.

Following this analysis, the Project Team will present and discuss these results with the Advisory Group and would develop one or several packages of policy actions items which could be combined to comprise a renewable energy transition plan.

For each policy package, Cadmus will then create a wedge analysis which displays the results of this energy impact assessment and which discussed the contribution that each specific action within a policy

scenario would have in bringing WCACOG toward its renewable energy goals. Cadmus will provide an analysis memo to synthesize the results of this analysis, and characterize the expected energy, and economic impacts of each policy and package.

Key Deliverables:

- Analysis memo summarizing (1) each community's current energy mix and expected baseline power mix forecast, (2) policy actions and scenarios selected for quantitative impact assessment, (3) expected energy, financial, and economic impacts of various policy actions and scenarios, and (4) wedge analysis demonstrating progress towards 100% renewable energy goal of each policy scenario

Task 5. Renewable Energy Plan Development

Based on the outcomes of the above research tasks and stakeholder feedback, the Project Team (with the advice and review of the Advisory Group) will develop a roadmap for WCACOG's renewable energy goals. This plan will use the conclusions of the policy research and community planning process to identify actions of broad interest in the West Chester Area and utilize the results of the impact assessment and feasibility study to identify the projected energy impacts, costs, and savings of these actions. The process for input on the plan will have the following major steps:

- **High-level plan:** The Project Team will identify the strategies from the matrix that best align with local goals. For each strategy selected, the team will identify key steps in execution and produce a summary document that outlines the major strategies and associated action steps.
- **Input from City and Community Advisory Group:** The Project Team will share the high-level summary document with the Community Advisory Group to ensure that the overall direction aligns with local needs and challenges.
- **Full action plan:** The Team will make final adjustments to the high-level plan based on input from the Advisory Group and compile a full action-plan for WCACOG's transition to utilizing 100 percent renewable energy will include short-, medium-, and long-term opportunities. Long-term opportunities will summarize high-level steps needed to create the environment to move forward with increasing renewable energy sources (e.g. establishing an on-going commitment from a broadened Advisory Group, passing additional local legislation). The short- and medium-term levels will provide action-steps for the selected strategies such as directed guidance on engaging residents, securing funding, and adjusting program policies.
- **Community presentation: Following the completion of the full action plan, the team will deliver an in-person presentation of final results in a public meeting in the West Chester area. The project team will work with WCACOG members and the community advisory group to promote the meeting and invite community participation.**

Upon review of the action plan by the WCACOG and key stakeholders, the Project Team will address any feedback and develop a final deliverable. The project will conclude with an in-persona—remote presentation to present the final results and recommendations.

Key Deliverables:

- A final Renewable Energy Transition Plan for WCACOG area, including short-, medium-, and long-term goals
- A final public presentation WCACOG and advisory group members of the full action plan

Proposal to Provide Renewable Energy Planning Services to West Chester Area Council of Governments

February 19, 2019

Revised Cost Proposal

The Project Team proposes to deliver the scope of work above for a budget (including labor and expenses) of \$75,000. Cadmus proposes offering each task at a fixed price amount. A budget by task is provided in Table 1 below. The Team proposes for two Cadmus staffers to attend the in-person meetings with WCACOG.

Table 1 Proposed Budget

Task	Budget
Task 1: Kickoff Meeting	\$600
Task 2: Stakeholder and Community Engagement	\$22,500
Task 3: Policy Options and Barriers Analysis	\$16,200
Task 4: Policy Impact Modeling	\$12,000
Task 5 Renewable Energy Plan Development (including in-person final presentation)	\$21,600
Travel Expenses (two trips)	\$1,800
Workshop Refreshments and Materials (two trips)	\$300
Total	\$75,000

The set of activities and tasks proposed by the project team do not easily scale with the number of communities that would participate in a community energy planning effort. Therefore, the Project Team proposes the same basic cost structure regardless of the number of participating communities.

MEMORANDUM

Westtown Township

DATE: March 12, 2019

TO: Rob Pingar, Township Manager

FROM: William Ethridge
Director P&Z

SUBJECT: Potential locations for alcoholic beverage licenses and/or consumption

Restaurants are the most likely location for initial sales and consumption:

The Township currently allows **restaurants** in the following zoning districts;

- C-2 Highway Commercial District by right or as an accessory use (drive-throughs require a SE)
- C-1 Neighborhood and Highway Commercial District by right (drive-throughs require a SE)
- POC (Planned Office Campus) by Conditional Use, ancillary to a principal use
- M-U Multi-Use District by right as a principal use, accessory use, or by SE in conjunction with an alcoholic beverage brewing of wine-making operation
- A/C Agricultural/Cluster Residential District allows malt production and tasting as an accessory use to agriculture (may want to consider adding wine-making to this section and regulations governing the sale and tasting of wine)

Current restaurant establishments in Westtown:

Westtown Village Shopping Center (1177 Wilmington Pike):

- Amish Market (already sells wine)**
- Pizza Peddler* **

Market Place Shopping Center (1502 West Chester Pike):

- Giant Food (in process)
- Dairy Queen
- Burger King
- Asuka* **
- Bagel Bistro

Independent Sites

- Dunkin Donuts (1594 West Chester Pike)

Food sales establishments are the next most likely location for alcoholic beverage sales but not consumption:

Current food sales establishments in Westtown:

- Galadeto's Seafood Market (Westtown Village Shopping Center)**
- Wawa (1501 West Chester Pike)* **
- Valley Market (629 S Chester Rd)* (Is <200' from Advent Lutheran Church so a license would not be permitted)
- Pete's Produce (1225 Street Rd)** (Is >1000' from Westtown School, but technically on its property)

Other locations where alcoholic beverage sales could potentially be made in Westtown:

- Deer Creek Malthouse (1629 Street Rd) Beer or malted beverages
- An agricultural operation that decides to grow grapes, hops, or other vegetables or grains associated with spirits

*-Denotes an establishment that staff believes may consider alcohol sales

** -Denotes there are no restrictive institutions within 200 feet

Analysis:

According to the draft ordinance, beer, wine, liquor, and other forms of alcohol could be sold and consumed at any restaurant with a proper license (R license).

Eating establishments like Wawa or Pete's Produce would only be able to sell brewed beverages like beer and malted beverages such as malt liquor, wine coolers, etc.

Note that the draft ordinance includes a question asking if another location has an alcoholic beverage license within 200'. If Giant or Asuka received a license, their proximity to each other would prohibit the other from receiving one, likewise for Pizza Peddler, Galadeto's, and Amish Market.

ORDINANCE 2019-__

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

AN ORDINANCE OF WESTTOWN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF WESTTOWN TOWNSHIP TO ADD NEW CHAPTER __, LIQUOR LICENSE TRANSFER.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that the Code of Westtown Township, as amended, be amended to add new Chapter __, Liquor License Transfer, as follows:

SECTION 1. The Code of Westtown Township is amended to add new Chapter __, “Liquor License Transfer,” to read as follows:

§ __-1. Intent.

In accordance with Act 141 of 2000, which is codified in 47 P.S. § 4-461 of the Pennsylvania Liquor Code, the intermunicipal transfer of a liquor license into Westtown Township and issuance of a license for economic development pursuant to the Liquor Code must first be approved by the Board of Supervisors when the total number of existing restaurant liquor licenses and eating place retail dispenser licenses exceeds one license per 3,000 inhabitants. With the passage of the voter referendum in 2018 permitting the sale of liquor in the Township, the Board of Supervisors now desires to establish a procedure for the administration of applications for the intermunicipal transfer of a liquor license into the Township and issuance of a license for economic development. All requests or applications for intermunicipal transfer of a liquor license and issuance of a license for economic development pursuant to the Liquor Code shall comply with the provisions in this chapter.

§ __-2. Application for approval of license transfer.

Any person or entity seeking approval for the intermunicipal transfer of a liquor license or issuance of a license for economic development under the Liquor Code must first submit a written application to the Township. The application must provide the following information:

- A. The applicant's full name, address, telephone number, facsimile number and e-mail address;
- B. The name of the applicant's counsel and his or her address, telephone number, facsimile number and e-mail address;
- C. The business name and address of the establishment where the liquor license is proposed to be located within Westtown Township;
- D. The type of operation proposed: a restaurant (R license) serving malt and brewed beverages and other forms of alcohol, or an eating establishment (E license) serving only malt and brewed beverages;
- E. The name and address of the transferor licensee;

- F. The license number and LID number of the license which is proposed to be transferred into Westtown Township;
- G. Information about the following operating details:
 - (1) Amusement permit: Yes or no; if yes, type of entertainment.
 - (2) Extended hours food permit: Yes or no.
 - (3) Sunday sales permit: Yes or no.
 - (4) Days of operation.
 - (5) Hours of operation.
 - (6) Number of employees: total and on the greatest shift.
 - (7) Projected seating capacity:
 - (a) At bar.
 - (b) At tables/chairs.
 - (8) Characteristic of neighborhood (within 500 feet):
 - (a) Percent residential.
 - (b) Percent commercial.
 - (c) Percent rural.
 - (9) Restrictive institutions (within 200 feet): Yes or no.
 - (10) Other licenses (existing within 200 feet): Yes or no.
 - (11) Protesters: Yes or no.
 - (12) Supporters: Yes or no.
 - (13) Type of Menu:
 - (a) Breakfast, lunch and/or dinner.
 - (b) Meal price range.
- H. The names, addresses and telephone numbers of all parties who have or propose to have a financial interest or ownership in the business where the proposed liquor license will be located;
- I. A detailed description of the proposed establishment where the liquor license will be used;
- J. The owner of the property where the liquor license is proposed to be located;
- K. The names, addresses and telephone numbers of all property owners within 500 feet of the proposed license location;
- L. The names, addresses and telephone numbers of all schools, churches and establishments that have a liquor license which are within 500 feet of the proposed license location;
- M. A copy of the completed application submitted to the Pennsylvania Liquor Control Board for the transfer of a liquor license, including the applicant's criminal history and list of past Liquor Code violations; and
- N. The names and location of other businesses with liquor licenses in which the applicant has an ownership interest.

§ __-3. Application fees.

In order to reimburse the Township for the expenses incurred in the administration of the application and conduct of the hearing for the transfer of liquor licenses into the Township, the applicant must submit with the application a fee in the amount specified by resolution of the Board of Supervisors, which fee may be amended from time to time. All fees must accompany the application and are nonrefundable. In addition to the application fee, if the applicant requests

a stenographic record of the hearing, all costs for providing a stenographic record, including appearance fees, will be the responsibility of the applicant.

§ __-4. Advertisement and posting.

Upon receipt of a complete application and the filing fee, the Township will post the property identified as the location of the proposed liquor license in a conspicuous location to notify potentially interested citizens. The Township shall also publish a notice one time in a newspaper of general circulation in the Township at least seven days prior to the hearing. The notice that is posted and published in the newspaper shall include a summary description of the application and the date, time and place of the public hearing to be conducted by the Board of Supervisors.

§ __-5. Public hearing.

The Board of Supervisors will conduct a public hearing to consider the application. At the hearing, the Board of Supervisors shall receive comments and recommendations of interested individuals within the Township concerning the application for transfer of the liquor license. The hearing shall be transcribed.

§ __-6. Board of Supervisors action.

- A. In deciding whether the proposed transfer application would adversely affect the welfare, health, peace and morals of Westtown Township or its inhabitants, the Board of Supervisors may consider, in addition to the information in § __-2 above, any or all of the following:
- 1) A report and recommendation from the Township Manager and the Westtown-East Goshen Chief of Police;
 - 2) The population of Westtown Township, the number of students and the number of residents under the age of 21;
 - 3) The total number of existing liquor licenses in the Township and whether the total number of existing liquor licenses exceeds one license per 3,000 inhabitants of the Township (the quota established by the Liquor Control Board);
 - 4) The location of the closest existing licensed establishment (all types of licenses), school, church, or adult-oriented establishment (as defined in Title 68, Chapter 55 of the Pennsylvania Consolidated Statutes, as amended.);
 - 5) Concerns expressed by area residents, institutions, businesses and public interest organizations;
 - 6) Information about other businesses in which the applicant has some interest or ownership; and
 - 7) Any other issue or fact that may adversely affect the welfare, health, peace and morals of Westtown Township or its inhabitants.
- B. Within the time limits set forth in the Liquor Code, the Board of Supervisors shall vote to deny, approve, or approve with conditions the request for an intermunicipal transfer of liquor license into the Township. The decision of the Board of Supervisors shall be set forth in a written resolution. Any approval will be limited to the individual applicant, the proposed transfer location and the type of establishment proposed. Any proposed change

in ownership, location or type of establishment will require a new application and approval of the Board of Supervisors.

SECTION 2. If any sentence, clause, section or part of this ordinance is, for any reason, found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 3. All ordinances or parts of ordinances conflicting with any provisions of this ordinance are hereby repealed insofar as the same affects this ordinance.

SECTION 4. This amendment shall take effect and be in full force and effect 5 days from and after the date of its final passage and adoption.

ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, this _____ day of _____, 2018.

**WESTTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Carol R. De Wolf, Chair

Scott E. Yaw, Vice Chair

Michael T. Di Domenico, Police Commissioner

Attest:

Robert R. Pingar, Secretary

March 29, 2019

To: Rob Pingar, Township Manager

From: Westtown Township Historical Commission (WTHC)

Subject: Brandywine Battlefield Historic Marker – Placement in Westtown Township Proposal

The Historical Commission members attended a meeting on March 26, 2019 regarding the historic marker program for the Brandywine Battlefield (enclosed), an initiative to place one to two historic markers in each municipality (out of 15 involved) at key battlefield sites for visitors to the battlefield who are following the recommended driving tours or just exploring independently. HC requests the Township to participate in the program by identifying the appropriate placement of the sign and working with the Pennsylvania Society of Sons of the Revolution and It's Color Guard (SSRCG) and the Chester County Brandywine Battlefield Task Force (BTF) to successfully complete the project.

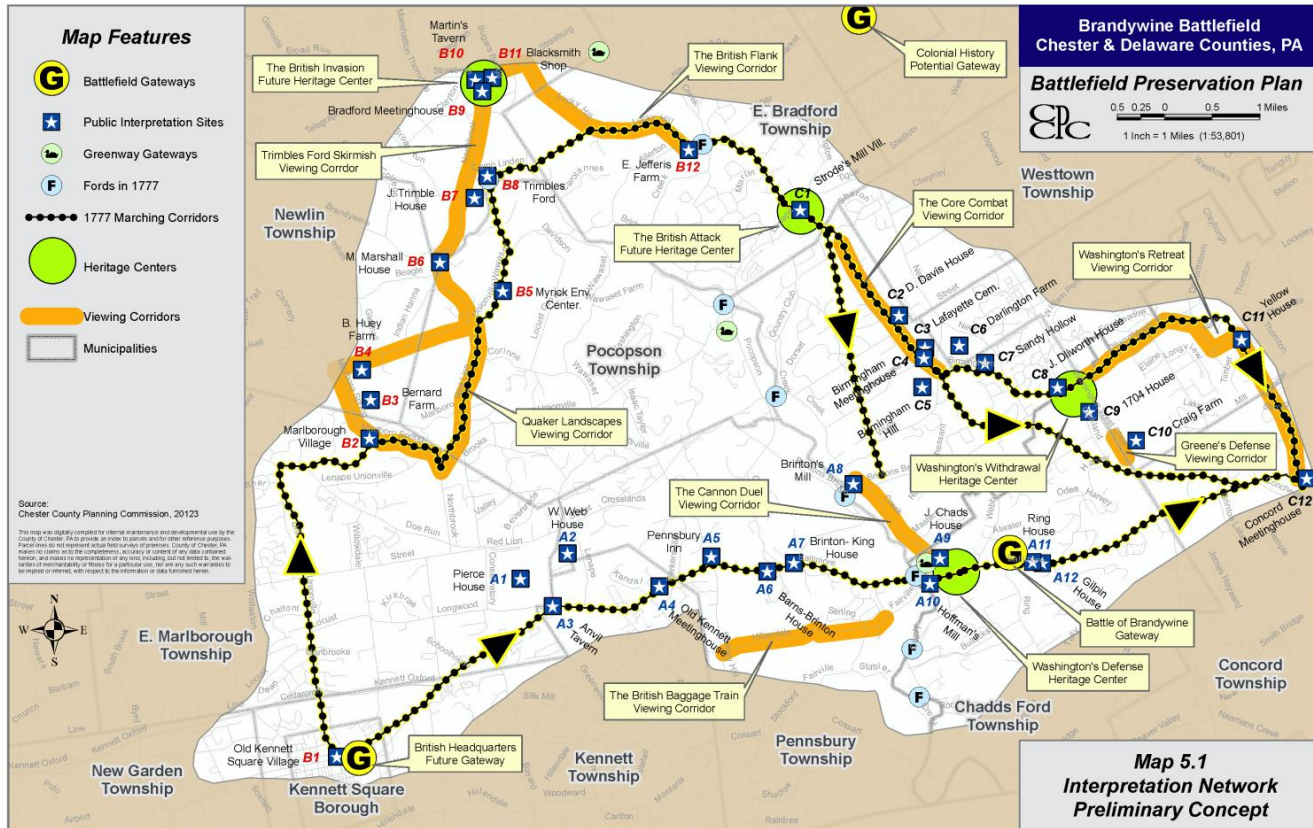
What needs immediate action:

- Select a site for the historic marker in Westtown - the marker commemorates various aspects of the Battle of Brandywine. Karen Marshall (Heritage Preservation Coordinator, Chester County Planning Commission) suggests a location where 2-3 cars can pull over to read the sign; however, it does not have to be a paved area, just an area where a car can pull over safely. Location is TBD.
- Sign an Agreement for Services (enclosed) between the Township and BTF and SSRCG - need the Board of Supervisors endorsement for this project.

Important Points:

- The goal of this project is to call attention to the key sites of the Battle of Brandywine.
- Fifteen (15) townships will receive a sign.
- The SSRCG will provide funding for the sign.
- Sign comes with the post and instructions for installation.
- Cost of each sign is approximately \$3,000.
- A township administrator should sign the agreement. Once the Township signs off, the Township receives \$1,500 from the SSRCG. When the sign is installed, the Township will receive the other \$1,500.
- Each municipality will install the sign themselves.
- Each township will order their own sign but will use the same manufacturer to lower the cost.
- Sign has about 85 words and includes the logo of the township at the top of the sign. The sign example presented at the meeting had a blue background and off-white letters.
- Each township's sign will display the township logo.
- Each township creates its own text.
- Andrew Outten of the BTF along with others, including Karen Marshall, will review the text.

Historic Marker Proposal Pennsylvania Society of Sons of the Revolution and It's Color Guard Brandywine Battlefield, 12-20-18



The Battle of Brandywine was a complicated, multi-phase battle in the American Revolution involving nearly 30,000 troops and lasting from sunup to sundown on September 11, 1777. Brandywine was a defining battle and specifically the British Campaign in 1777 to overtake and occupy Philadelphia, the colonial capital. The battle was significant as it involved the highest ranked officers of both the American Army and British Army, Gen'l Washington and Gen'l Howe. Brandywine represents one of the earliest and largest battles of the American Revolution in terms of the number of troops engaged in active combat and total battlefield land area involved (including troop movement, camp, skirmish, and combat sites). It extends through 15 municipalities in two counties, covering approximately 35,000 acres of land. As a testament to its importance, a portion of the battlefield is a National Historic Landmark, the highest level of historic resource designation in the nation. The Chester County Planning Commission has been studying the battlefield through the American Battlefield Protection Program since 2009.

Map 5.1, above, displays the first draft of the interpretation network concept for the entire battlefield from the 2013 Brandywine Battlefield Preservation Plan. The plan called for a connectivity plan for the authentic historic sites and places that are still preserved in the battlefield as the focus for battlefield interpretation. Gateways and Heritage Centers would provide a 30 to 90 minute visitor experience and direct them to other sides in the battlefield by following viewing corridors and driving tours. The first Heritage Center has been designed and completed in Marshallton Village which is shown as the British

Invasion Center on the map but has been renamed the Marshallton Village Heritage Center. Heritage tourism is defined roughly as involving 65% local residents and 35% visitors and the combination of natural and historic resources is the optimal way to deliver a meaningful and authentic experience for audiences. Both are important components of our planning for the battlefield.

The Brandywine Battlefield Task Force is the planning body for the 15 municipalities in the battlefield. In addition to the Heritage Center plan, the Task Force has developed an initiative to place one to two historic markers in each municipality at key battlefield sites for visitors to the battlefield who are following the recommended driving tours or just exploring independently. The map has recommended sites which are indicated by blue boxed stars on map 5.1. The Historical Commissions from these municipalities meet on a quarterly basis with the Chester and Delaware Planning Commissions and one of their work projects is the interpretive marker program.



The prototype for the program was installed in 2015 on the Trimble's Ford Skirmish Viewing Corridor at the location of the J. Trimble House (B7). The final product is shown to the left at the dedication. The sign is the same size and shape as a PA Historical and Museum Commission historic marker but the typeface color is cream and the logo for the sponsoring township is featured in the red circle at the top of the sign.

The Brandywine Battlefield Task Force is requesting a donation of \$45,000 to cover 15 signs at \$3,000 per sign from the Pennsylvania Society of Sons of the Revolution and its Color Guard. Your organization's name will be exclusively placed on each sign funded by you and your organization will have the ability to choose how your name will be displayed on each sign in the recognition space at the bottom of each sign. The sponsoring municipality will cover the cost of installation. Final wording and placement location will be agreed to by all participating organizations.

For more information:
Karen Marshall
Heritage Preservation Coordinator
Chester County Planning Commission
601 Westtown Road, Suite 270
West Chester, PA 19380
610-344-6923
kmarshall@chesco.org

AGREEMENT FOR SERVICES

This Agreement of Services (hereinafter "Agreement") made this ____ day of _____, 2019 between _____ (Municipality), the Brandywine Battlefield Task Force (hereinafter BTF), and the PA Society of Sons of the Revolution and It's Color Guard (hereinafter (SSRCG)).

The term of this Agreement shall begin _____ and continues through _____.

BBTF will coordinate the development of an interpretive sign to support the 2013 Brandywine Battlefield Preservation Plan between the above referenced municipality and the SSRCG. This sign will be based upon the prototype developed and installed in Trimbleville Historic District by the Friends of Martins Tavern.

The BBTF will coordinate and finalize signage placement, rendering, and wording per the attached Scope of Work.

The Municipality will work with BBTF and approve the final signage placement, rendering and wording. The municipality will order, install and pay for the sign within the Agreement terms.

The SSRCG will pay the municipality a first installment of \$1,500 upon signing of this agreement and will pay a second installment of \$1,500 upon installation of the sign.

Funds received in the performance of all services herein contracted for shall be utilized in accordance with all applicable Federal, State and Local laws, regulations and policies, as amended.

Maximum reimbursement under this Agreement shall not exceed \$3,000.

Any amendment hereto shall be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement on the day and the year first hereinabove set forth: