

# WESTTOWN TOWNSHIP

1039 Wilmington Pike  
West Chester, PA 19382  
610-692-1930  
Email: [administration@westtown.org](mailto:administration@westtown.org)

Post Office Box 79  
Westtown, PA 19395  
FAX 610-692-9651  
[www.westtownpa.org](http://www.westtownpa.org)

## AGENDA

### Westtown Township Board of Supervisors Regular Meeting

Tuesday, September 3, 2019 - 7:30 PM

Westtown Township Municipal Building  
1039 Wilmington Pike, Westtown

- I. Call to Order
- II. Approval of Board of Supervisors Meeting Minutes – August 19, 2019
- III. Summary of Board of Supervisors Workshop – September 3, 2019
- IV. Presentation – West Chester Public Library, Annual Report
- V. Departmental Reports
  - A. Director of Public Works - Mark Gross
  - B. Historical Commission – Dan Campbell
  - C. Planning Commission – Russ Hatton / Jack Embick
  - D. Manager’s Report - Rob Pingar
- VI. Public Comment (Non-Agenda Items)
- VII. Old Business
- VIII. New Business
  - A. 2020 Minimum Municipal Obligation (MMO) - Westtown Township Pension Plan
  - B. Parks & Recreation Commission Appointments
  - C. Winter 2019/20 Salt Bid – Contract Award
- IX. Announcements
  - A. Neighborhood University - Thursdays starting September 12, 2019
  - B. E-Waste Collection – 9 AM - noon, Saturday, September 28 at the Township Building
  - C. Westtown Day – 11AM to 3PM, Sunday, September 29 at Oakbourne Park
  - D. Sewage Management Program (SMP) Routine Inspection Reports - due October 31, 2019
- X. Public Comment (All Topics)
- XI. Payment of Bills
- XII. 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, August 19, 2019 at 7:30 PM

Present were: Chair Scott Yaw, Vice Chair Michael Di Domenico, Police Commissioner Carol De Wolf, Township Manager Robert Pingar, Police Chief Brenda Bernot, and Planning Commissioner Jack Embick. There were 11 guests.

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

Mr. Yaw called the meeting to order at 7:36 PM, and led the Pledge of Allegiance. He asked if anyone was recording the meeting. No one was recording.

## **II. Approval of Minutes (July 15, 2019)**

Mr. Di Domenico made a motion to approve the July 15, 2019 Board of Supervisors meeting minutes. Ms. De Wolf corrected her comment regarding the trail width at Tyson Park, stating that she said the 5-foot wide trail was adequate. Mr. Yaw amended the motion to approve the minutes with correction. Ms. De Wolf seconded the motion. There were no additional comments, and the minutes were unanimously approved.

## **III. Workshop Meeting Summary (August 19, 2019)**

Mr. Yaw stated that the Board workshop began with an Executive Session regarding two personnel matters. In the public workshop, the Board reviewed the Malvern School Land Development Agreements, which will be before the Board on tonight's regular agenda. There were no questions or comments.

## **IV. Staffer Kurtis Miller, Office of U.S. Congresswoman Chrissy Houlahan (PA-06)**

Mr. Miller introduced himself as a Constituent Advocate for Chrissy Houlahan. He recapped Ms. Houlahan's achievements in office, her stance on a number of issues, and stated that her West Chester office provides a variety of constituent resources.

Ms. De Wolf asked if Congresswoman Houlahan puts out a monthly newsletter. Mr. Miller said to sign up on her website: <https://houlahan.house.gov>.

Mr. Di Domenico asked about Congresswoman Houlahan's progress on the pipeline safety issue. Mr. Miller reported that she is actively monitoring the pipeline construction in Chester County, and fighting for pipeline safety and transparency, including trying to get an un-redacted copy of Energy Transfer's Emergency Response Plan.

Mr. Pingar asked what time her monthly town hall meetings are held, where, and how many people attend. Mr. Miller said they are held in the evenings, usually at a church or school. Attendance varies depending on the issue being targeted.

There were no further questions for Mr. Miller.

## **V. Departmental Reports**

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

Chief Bernot stated there has been an increase in DUI's and DUI citations. She added that scams continue to be a problem. She said if something sounds too good to be true, then it probably is. Lastly, she stated that the department holds the 2019 Citizen's Police Academy (CPA) annually, but unless they receive more applications by next week, they will have to cancel this year's academy. She encouraged residents to register for the academy, which provides residents with a hands-on understanding of police operations. The 13-week program begins on

Tuesday, September 13. There is a nominal fee for background check and first aid certification. For more information and to register, visit the WEGO website:  
<https://chester.crimewatchpa.com/wegopd/53548/content/community-programs>.

Ms. De Wolf stated she received a call from someone about the social security scam. Chief Bernot stated there is little that the department can do about the scams. Most of them originate overseas, using spoofing software to make the call appear as if it is coming from a local number. Ms. De Wolf also wondering what could be done to increase interest in the CPA. The Chief stated that the academy is well publicized, but felt that people have other demands on their time.

#### **B. Planning Commission (PC) – Jack Embick**

Mr. Embick reported that their August 7 meeting was a joint meeting with the Zoning Hearing Board (ZHB). The meeting provided an opportunity for the PC to learn about issues and problems the ZHB faces, such as determining the difference between minor and major home occupations.

Mr. Di Domenico asked if the meeting was conciliatory. Mr. Embick stated that the meeting was very amicable. The PC doesn't tell the ZHB what to do, but it makes recommendations to the ZHB.

There were no other comments or questions.

#### **C. Manager's Report – Rob Pingar**

Mr. Pingar reported on various infrastructure projects. The Oakbourne Bridge has been demolished and it will be replaced with a box culvert in the coming weeks. The 2019 Road program is underway with curb replacements, which will be followed by the milling and curbing of the roads in the program. Today was the kickoff meeting for the Oakbourne Mansion Exterior Repairs contract, and that work will begin after Labor Day. Finally, the long planned construction of the connector road between the Stetson jug handle and West Pleasant Grove Road is nearly complete. The Stetson jug handle will reopen on Saturday and the temporary signal at Pleasant Grove road will be deactivated. Mr. Pingar stated that the connector road, Orvis Way, will remain closed until the township takes dedication of the road.

Mr. Yaw asked about the current schedule for reopening Oakbourne Road. Mr. Pingar stated that the original schedule predicted completion in November, but he would find out if there has been any change in that timeframe.

There were no other comments or questions.

#### **VI. Public Comment (Non Agenda Items)**

Candy Anderson (101 Hidden Pond Way) stated that she lives adjacent to Orvis Way and expressed concern about the connector road and the jug handle. Her back yard faces the jug handle and sits six feet below the level of the road, and feels it is now unsafe. She requested that the berm be continued around the corner of her yard and that a guiderail be installed between the jug handle and her yard. She also expressed concern over the proposed 35 MPH speed on Orvis Way.

Mr. Di Domenico asked Mr. Pingar about the guiderail. Mr. Pingar stated that guiderail was placed according to the development plan, which called for guiderail only at the curve on Orvis Way where there is a steep embankment down to the pond. Ms. De Wolf was in favor of a berm and plantings, and also supported lowering the speed limit, due to the presence of the Ducklings Daycare on Orvis Way. Ms De Wolf stated she would visit the site to evaluate the situation.

Bill Chesco, 1025 S. Concord Road, asked about the status of the Veteran's Memorial project. Mr. Pingar stated that the bid package has been prepared, and the township is now looking at the timing for advertisement. Mr. Chesco stated that he is a veteran, but would hate to see the entrance to Oakbourne Park drastically altered by a huge memorial project. Ms. De Wolf said the Board will

review the bids when they come in, and will make a decision on whether to proceed with the project as designed.

There was no other public comment.

## **VII. Old Business**

### **A. Ordinance 2019-05, Amendments to Township Code Chapter 170, Zoning – Adoption**

- 1. Article II Definitions**
- 2. Article V A/C Agricultural/Cluster Residential District**
- 3. Article IX Flexible Development Procedure**
- 4. Article XV General Regulations**
- 5. Article XX Administration**

Mr. Yaw stated that these proposed amendments will result in new developments that more closely align with the ordinances' intents, including yielding open space of greater value. Mr. Di Domenico made a motion to adopt Ordinance 2019-05 amending certain provisions of Chapter 170 of the Westtown Zoning Ordinance, relative to Definitions, Agricultural/Cluster Residential zoning district, Flexible Development Procedure, General Regulations, and Administration. Ms. De Wolf seconded the motion. There was no discussion and the motion was unanimously approved.

### **B. The Malvern School, Land Development Application Agreements – Approval**

- 1. Land Development Agreement**
- 2. Financial Security Agreement**
- 3. Stormwater Operations and Maintenance Agreement**

Mr. Di Domenico made a motion to approve the Land Development, Financial Security, and Stormwater O&M agreements for the Malvern School Land Development application that was approved by the Board on March 18, 2019. Ms. De Wolf seconded the motion. There was no discussion and the motion was unanimously approved.

## **VIII. New Business**

### **A. Oakbourne Road Utility Relocations, Doli Construction Corp. – Payment Estimate No. 1**

Carroll Engineering has evaluated the invoice submitted by Doli Construction Corp. for work completed on the Oakbourne Road Bridge Utility Relocations Project, and has recommended payment in the amount of \$293,517.70. This is not final payment, as additional work remains.

Mr. Di Domenico made a motion to approve Payment Estimate No. 1 in the amount of \$293,517.70 to Doli Construction Corp. Ms. De Wolf seconded the motion. There was no discussion and the motion was unanimously approved.

### **B. Ordinance 2019-06, Outdoor Lighting Ordinance Amendment – Authorize Advertisement**

The West Chester Area School District (WCASD) desires to increase the maximum number of nights the Rustin stadium lights can be used from 20 to 30, to accommodate the needs of non-football girls' and boys' sports teams.

Ms. De Wolf made a motion to authorize advertisement of Ordinance 2019-06 amending the Code of Westtown, Article XV Outdoor Lighting, to permit a maximum of 30 lighted events per calendar year on any one school campus where permanent lighting is permitted. Mr. Yaw seconded the motion.

Mr. Di Domenico questioned why the wording in the ordinance does not specify that the use of the Public Address System (PAS) for the additional ten non-football games would be kept to a minimum. Mr. Unruh, attorney for the WCASD, stated that the additional games would be lacrosse and soccer games, with no play-by-play activity. Mr. Unruh stated the matter would be before the Zoning Hearing Board on August 29, and wording limiting the use of the Public Address System for

things such as the Fair Play Announcement and National Anthem could be incorporated as a condition in the ZHB Hearing decision if that is the desire of the Board.

Mr. Pingar stated that use of the PAS is not regulated in the current ordinance for 20 nights. The amendment is only requesting the addition of ten nights for non-football games. The WCASD is only seeking to change the number of nights.

Eva Foster (734 Westbourne Road) and Kathy Di Domenico (1530 Woodland Road) both stated that they thought that the ordinance should include language restricting the use of the PAS system for the additional ten nights.

There was no further comment. The motion was approved 2-1, with Mr. Di Domenico dissenting.

**C. Resolution 2019-08 - Application to PennDOT for Traffic Signal Approval, Route 202, Skiles Boulevard, and Stetson Middle School Driveway Intersection**

Mr. Di Domenico made a motion to approve Resolution 2019-08 to authorize the Township Manager to sign and submit to PennDOT the application for Traffic Signal Approval for the Route 202, Skiles Boulevard, and Stetson Middle School Driveway intersection. Ms. De Wolf seconded the motion. There was no public comment and the motion was unanimously approved.

**D. Ordinance 2019-07, Orvis Way Speed Limit – Authorize Advertisement**

Mr. Di Domenico made a motion to authorize advertisement of Ordinance 2019-07, amending Chapter 162 of the Code of Westtown by providing for a 35 mph speed limit for the entire length of Orvis Way upon dedication of the road to Westtown Township. Mr. Yaw seconded the motion.

Ms. De Wolf and Mr. Di Domenico opposed the 35 mph speed limit. Mr. Yaw requested for Chief Bernot's opinion on the speed limit. Chief Bernot agreed that it would be appropriate to explore lowering the speed limit. Mr. Yaw asked Mr. Pingar if the Township Traffic Engineer had weighed in on the speed limit. Mr. Pingar stated that he had, and added that he had consulted WEGO's Traffic Safety Unit (TSU). The consensus among the TSU was that the 35 mph speed limit was appropriate because the collector road (Pleasant Grove Road) is also 35 mph.

Mr. Pingar suggested that the road could be opened and a traffic study could be performed, and an informed decision could be made using the actual speed data collected. He also stated that a School Zone speed limit cannot be used for a private day care.

Phil Anderson, 101 Hidden Pond Way, asked if the approval of the 35 mph speed limit occurred in 2007 when the project was originally approved for a bank pad, or more recently for the day care center and office building. He added that nothing but a curb separates the walking trail from the road, and that a 35 mph speed limit is not appropriate for that road. Mr. Pingar replied that the speed limit was set for the current project. Mr. Anderson also stated that the plans indicate bollards around the daycare center, so he feels a guiderail is needed separating the road from the trail.

There were no other comments. Mr. Di Domenico withdrew the motion to authorize advertisement of Ordinance 2019-07.

Mr. Yaw then made a motion to table Ordinance 2019-07 for further discussion. Ms. De Wolf seconded the motion. There was no public comment and the motion to table the ordinance was unanimously approved.

**IX. Announcements**

Mr. Yaw made the following announcements:

**A. Westtown School Conditional Use Hearing - 7:00 pm Tuesday, August 27 at the Township Building. Public comment will be heard as well as closing arguments.**

**B. Citizens Police Academy - Tuesdays starting September 3, 2019**

The next Citizens Police Academy will begin on Tuesday, September 3, 2019, at 6:30 P.M. at the Westtown-East Goshen Regional Police Department located at 1041 Wilmington Pike, West Chester, PA. Applications are due by August 27th, 2019. For information and to register, visit the WEGO website at [www.chester.crimewatch.pa.com/wegopd](http://www.chester.crimewatch.pa.com/wegopd).

**C. Neighborhood University - Thursdays starting September 12, 2019 at 7:00 pm**

The West Chester Area Council of Governments is proud to announce that another year of Neighborhood University is set to begin on September 12, 2019 at West Goshen Township. This free program offers the opportunity to learn about local government, tour public facilities, and better understand available municipal services and resources. The goal is to provide area residents with the tools necessary to be better advocates for their community.

Neighborhood University of Greater West Chester is open to any resident or business owner, age 16 or older, of the participating communities: East Bradford Township, East Goshen Township, Thornbury Township (Chester County), West Chester Borough, West Goshen Township, West Whiteland Township, and Westtown Township. More information can be found at [www.nugwc.org](http://www.nugwc.org).

**D. Westtown Day – 11 AM to 3PM, Sunday September 29 at Oakbourne Park**

This community day is free and open to everyone. It will feature live bands, carnival games, pony rides, petting zoo animals, food trucks, Civil and Revolutionary War re-enactors, pumpkin decorating, local schools, vendors, and more.

**E. SMP Routine Inspection Reports**

Property owners with on-lot sewage disposal systems that have provided Initial Inspection Reports, have made repairs that required a Chester County Health Department permit, and/or received a waiver from the SMP in 2016, are due to complete and submit the Routine Inspection Report to the Township by no later than October 31, 2019. Also, property owners that completed pumping in 2016 are due to submit their pumping receipts.

**F. Sign up for ReadyChesco**

ReadyChesco is Chester County's official source for emergency alerts and information and government notifications, including weather. ReadyChesco is a system that helps County and Local officials send emergency text alerts and voice calls to you quickly. This system can send these to your cell phone, home phone, office phone, pager, and/or E-mail account. This system is used to provide ongoing government information to alert individuals and groups that have signed up for some or all of a comprehensive menu of options. Emergencies can happen at any time. ReadyChesco's goal is to send the public critical information as quickly as possible, 24 hours a day, seven days a week. The system will also be used to relay emergency notifications such as evacuation and shelter-in-place orders to all users in the system. Sign up at [www.readychesco.org](http://www.readychesco.org).

**G. WEGO Police Department CRIMEWATCH Website**

Westtown Township and WEGO PD encourage residents to make use of the CRIMEWATCH website to stay informed about any criminal activity in the WEGO's service area. CRIMEWATCH empowers individuals, families, and organizations to keep their communities safe; uniting the efforts of law enforcement, children's advocacy groups, concerned citizens and the business community. Detailed listings of offender information are relevant and purposeful for building public awareness, delivered in a format that resonates with every audience and impacts individuals on a local level. The approach balances personal accountability and public safety. The public can subscribe to receive the police blotter and public awareness bulletins, leave tips, and view recent arrests. Visit [www.wegopd.org](http://www.wegopd.org) for more information.

Ms. De Wolf encouraged residents to become volunteer firefighters. (Information can be found on the Bulletin Board and homepage of the township website, or visit [www.helpfightfire.com](http://www.helpfightfire.com)).

**X. Public Comment on All Topics**

Eva Foster asked the date of the ZHB Hearing. Mr. Yaw stated it is August 29. She also asked about the final determination on the presence of political candidates at Westtown Day. Mr. Yaw stated that everyone is welcome. Participants must pre-register and will have assigned spots.

Candy Anderson asked if the speed limit for Orvis Way will be 35 mpg when it is opened. Mr. Pingar stated that the opening of the road depends upon the township taking dedication. Ms. De Wolf stated that the Board will not take dedication of the road until they determine it to be safe.

**XI. Payment of Bills**

Mr. Di Domenico made a motion to approve General Fund bills in the amount of \$558,458.07, Wastewater Fund bills in the amount of \$93,555.76, Capital Projects Fund bills of \$338,489.58 for a grand total of \$990,503.41. Ms. De Wolf seconded the motion. There were no comments or questions, and the check registers were unanimously approved.

**XII. Adjournment**

Ms. De Wolf made a motion to adjourn the meeting, seconded by Mr. Yaw. The meeting adjourned at 8:54 PM.

Respectfully submitted,

Robert Pingar  
Township Manager





WEST CHESTER PUBLIC LIBRARY  
 415 North Church Street  
 West Chester, PA 19380  
 610-696-1721 [www.wcpublib.org](http://www.wcpublib.org)



# Annual Report—2018

## 2018 Highlights

### Board of Trustees

- Mary U. Brooks, President
- Rachel Kagan, Vice President
- Scott Kirkland, Treasurer
- Tina Faccioli, Secretary
- Deborah Enea, Esq.
- Christopher Hazley
- Seamus Lavin, Esq.
- Lance Nelson, Esq.
- Fredda Maddox, Esq.
- Amelia Rayburn
- Jean Speiser, Esq.
- Helen Fegely Wessling

### Special points of interest:

- With a generous match from West Chester Borough for funds raised, WCPL paid down a large part of a construction loan held by the Borough.
- Program attendance and number of programs offered increased in 2018 over 2017: library staff hosted 714 programs, an increase of 24%; total attendance was 9,509, a 1.6% increase.

The addition of two new staffers and a major fundraising effort were standout developments at WCPL in 2018.

On January 2, Hannah Siegele and Clara Kelly started their new careers at WCPL as Assistant Director/Adult Services Librarian and Youth Services Librarian, respectively.

Having worked at Chester County Library in the Circulation Department before coming to WCPL, Hannah learned the library business from the ground up. She brings a considerable talent for organization and administration to her new position and quickly learned the finer points of selecting and purchasing materials for the library's adult collections. She also headed up a staff committee that planned and hosted WCPL's first-ever escape room for adults.

Clara Kelly has been interested in library work since college and in children's and teen ser-



Clara (l) & Hannah reviewing and processing new books.

vices since starting at WCPL five years ago. She worked closely with Ellie Diener, former Children's Librarian, to learn the particulars of WCPL's various programs before being promoted to Youth Services Librarian on Ellie's retirement. Clara will complete her Masters in Library Science in 2019.

WCPL embarked on a major initiative in early 2018 to nearly triple the income from its Annual Appeal in order to meet

the terms of a matching challenge by the Borough of West Chester. The Borough agreed to reduce the library's construction loan repayment amount by one dollar for every dollar, up to \$50,000, that the library raised above its yearly Annual Appeal average of \$35,000. The community response to this challenge appeal was overwhelming, and we met and then surpassed our goal. Read more about the Building Our Future Campaign below.

Annual allocations from the municipalities in our service area help fund library programs and services for their residents.

We are grateful for their continued support!

- Borough of West Chester
- Birmingham Township
- East Bradford Township
- Pocopson Township
- Thornbury Township, Chester County
- West Goshen Township
- Westtown Township

## Building Our Future

The library launched a special year-long appeal to meet a generous challenge offered by the Borough of West Chester: For each dollar the library raised over \$35,000 through its Annual Appeal, the Borough would reduce the library's mortgage debt obligation by an equal amount, up to \$50,000. This initiative drew an outpouring of support from the community, including 36 donations of more than \$1,000 each. The challenge was met by September and surpassed by \$30,000 at year's end. The Building Our Future Appeal made a significant impact on the library's financial sustaina-

bility and on its future ability to direct more resources to its programs and services. The WCPL board and staff are enormously grateful to all those who made Building Our Future such a phenomenal success.

A highlight of the Annual Appeal was West Chester artist John Suplee's gift of a painting of the library to use as the prize in a drawing at the end of the campaign. Mr. Suplee painted the main floor of the library, making the stained glass windows the focal point of the work. Donors giving \$1,000 or more were entered in the drawing for the painting, which took



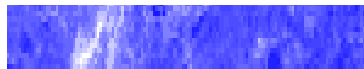
"The Reading Room," John Suplee

place at a January 2019 donor event. Mrs. Elizabeth Strode won the painting.

Signed prints of the painting are available for sale on the library website, and a video of the artist at work on "The Reading Room" can be seen on WCPL's YouTube channel.



SRC medal winners at the West Chester Area Day Care Center. These kids participate and win gold medals every year!



### *Happy Hours on the Terrace*

WCPL hosted three summer “Happy Hour on the Terrace”, designed as low-key fund- and friend-raisers.

The May event featured Bobby Rydell speaking about his life and signing copies of his biography. At the June Happy Hour attendees brought antiques to be appraised by Victorian Vanities. Attendees at the July evening participated in a literary Quizzo.

### *Holiday Home Tour*

The 8th annual Holiday Home Tour featured a wonderful group of West Chester homes decorated for the holidays, as well as the Chester County Art Association and the Antique Ice Tool Museum. Tour revenue increased 25% over 2017, thanks to the generosity of the participating homeowners, sponsors, and volunteers.



WCPL’s Teen Program Coordinator put together a challenging escape room for teens. Here, members of a local Girl Scout Troop try to escape with only 4 minutes left on the clock.

## Children’s Programs: Community Outreach

One of the new programs the library added to the many offered to preschool-aged children was Community Corner Wednesdays. Since we no longer have story times on Wednesday mornings, we started inviting businesses and organizations from the community to host a free preschool-age program. Organizations and businesses that have participated in Community Corner Wednesdays include the WC Studio, Motherborn, Theraplay, Tempo Therapy, the Helicopter Museum, and Tot Rock, to name a few.

WCPL hosted two programs that were part of Longwood Garden’s “Community Read” program. The first one was called “Tree Huggers” and the

second was “Reptiles and Amphibians with Joan Beauchamp Procter.”

WCPL staff attended a SMART Night at East Goshen Elementary School. We borrowed Cubelets™ from Chester County Library’s Youth Services Department to bring to the event, which were very popular with the children. We also used this opportunity to promote summer reading 2018. In May, we celebrated Star Wars Day with activities throughout the day and a screening of *The Last Jedi*.

Our Summer Reading Challenge (SRC) Kickoff was June 9, 2018, with the theme “Libraries Rock.” We offered numerous programs through-

out the summer such as Music and Movement for preschool-aged children, Crafty Tuesdays, Drop-in Story Times, the two Escape Rooms mentioned in the Teen/Tween article below, FUNDamentals of Theater with !Uptown, Tinker Days, a Magic Garden craft program, and Family Movie Nights.

Children who participated in the SRC again earned medals for the amount of time they read over the course of the 10-week program. Rep. Carolyn Comitta awarded the bronze, silver, and gold medals at the August SRC awards ceremony. The summer wrapped up with the annual Harry Potter Party held the week after the end of summer reading.

## Teen/Tween Programs Expand

The year was marked by innovation and growth for WCPL’s teen and tween programs and services. Five teen-focused pilot programs launched in 2018, and all previous programs maintained a strong attendance. Teen and Tween Tuesdays remained the most popular program for the demographic; the club met weekly and provided a space for 11-18 year olds to hang out in, craft, and develop key STE(A)M skills.

Teens continued to have a direct voice in the development of the year’s programming through the monthly meeting of the Teen Advisory Board (TAB), during which members presented projects of interest and discussed ongoing programs at the library. Our dozen active TAB members proved instrumental in the successful execution of programs for kids and adults. Service projects carried out by TAB members included

- Hosting a bake sale during the Literacy Links Invitational
- Assisting in events at Star Wars Day in May, the Summer Reading Kick-Off in June, and the Harry

### Potter Party in August

- Cleaning up the courtyard
- Organizing support for donation drives to local charities such as Safe Harbor and the West Chester Food Cupboard

The member requirements and structure of TAB were also revised during the summer break to emphasize the role of its members and to encourage their direct participation.

At the start of the year the library purchased the Breakout EDU kit, making possible the launch of the library’s first-ever escape room. The escape room debut, *Escape from the Library Ghost*, was fully attended by middle grade and high schoolers. The event was so well received that additional sessions for a Girl Scout troop and the children from the Domestic Violence Center of Chester County were created. The success of this pilot program served as the inspiration for an adult escape room held later in the fall.

Other programs and activities carried out by the Teen Advisory Board and the Young Adult Program Coordinator included

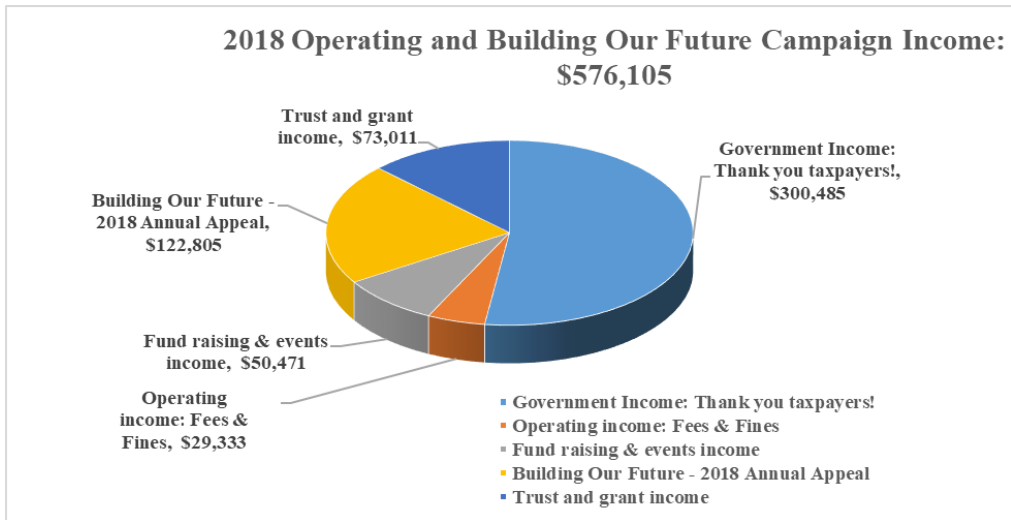
the following:

- A Book Club Brunch that met monthly during the summer.
- The reorganization of the Young Adult space to increase usability. For instance, book talkers were featured to highlight new releases and the YA non-fiction was relocated to increase display space for new and themed fiction titles and to encourage a more deliberate cultivation of our nonfiction collection.
- An awareness campaign for WCPL’s off-the-shelf resources launched in the fall. The effort included the distribution of instructional flyers on how to access and use databases and apps and the addition of ebook markers to the YA section featuring the newest items on Libby (Overdrive ebook and audiobook app).

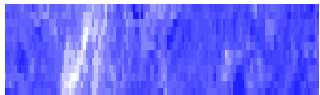
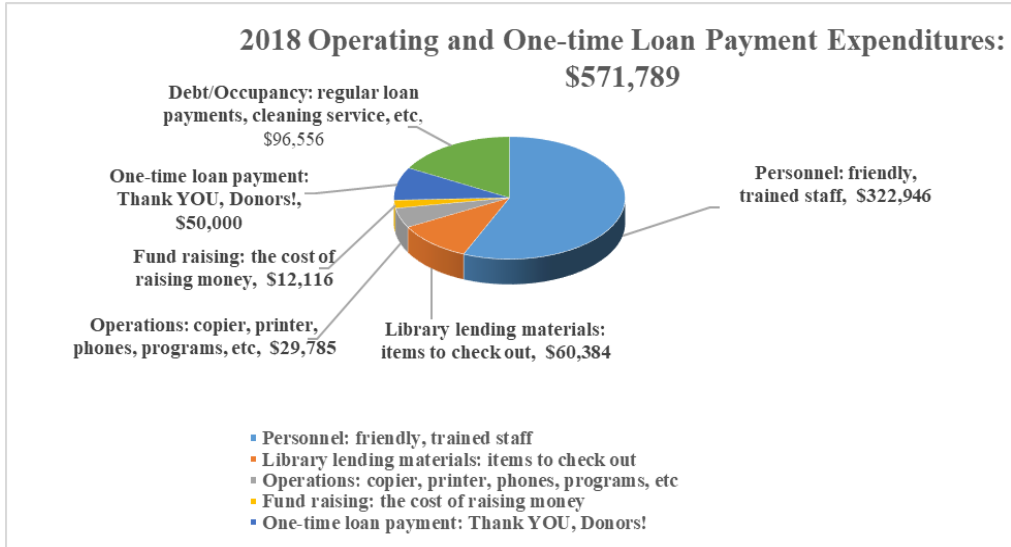
Overall, 2018 demonstrated an increase in the total attendance of in-house and outreach programs from 2017.



## Financials



The Woman’s Exchange made a significant donation to WCPL, as they have for many years. Their gift helps purchase materials for readers of all ages.



“I enjoy trips to West Chester Library, the friendliness of the librarians & the ambiance of the historic building.”

“Recently I noticed the note on the slip with the due date that said how much \$ you saved by borrowing the book. It really hit home how valuable our library is. And I already knew that it’s a treasure! This survey made me realize that I could be using the library in many other ways, too.”

“Keep the library functioning. It is a very important part of our community.”

“I donate money every year and have so for a very long time. Hope the West Chester [library] can continue to function and thrive forever...”

The library’s financial health is a testament to the hard work of both the staff and volunteers in keeping expenses reasonable and to the diligence of the volunteers, staff, and Board members who raise funds for the Library, but it should be noted that the funds listed below are classified for specific projects and programs.

**End-of-Year 2018 Balances in Special Funds -**

\$126,079	Board Directed – These funds may be expended to cover special projects as voted on by the Board. A portion of this fund is set aside for author events.
\$8,338	Capital Projects – These funds are earmarked for special capital projects.
\$9,888	PA Educational Improvement Tax Credit (EITC) funds to be expended for Summer Reading Challenge programs and materials for children K-3. (Report filed with PA Department of Community & Economic Development)
\$12,522	Early Literacy Outreach funds for story time program to West Chester area pre-schools and day care centers serving at-risk and underserved families.

*Thank you for helping “Build Our Future”*

Kids answer: “What did you learn at the library this summer?”

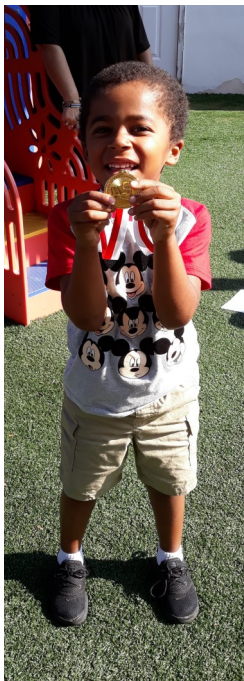
- “A new dance from Jamaica”
- “How to make a fairy garden.”
- “All about space.”

“What did you do at the library in addition to checking out books?”

- “Volunteered and hung out with friends.”
- “Built towers with Magna-tiles.”
- “Lego Club and Chess Club”

“Why do you visit the library?”

- “It’s safe and fun.”
- “It’s fun to explore.”
- “I love to read!”



**Summer Reading  
Challenge gold  
medal winner!**

**\$10,000 and Above**

Knauer Unitrust

**\$5,000--\$9,999**

Communications Test Design, Inc.

First Resource Bank

David & Sallie Jones

James Jordan

Christopher & Celia Lang

Thornbury Preschool, LLC

**\$2,500--\$4999**

Anonymous Friends

Glenn Ammons and Rachel McMullin

BB & T

Chubb Charitable Foundation

DNB First

First Cornerstone Foundation

MacElree Harvey, Ltd

Vanguard Charitable

West Chester Downtown Foundation Grantmaking Endowment, a fund of the Chester County Community Foundation

**\$1000--\$2499**

Anonymous Friends

Mark & Betsy Beaugard

Benevity

Timothy Vance Blair

Mary & Stuart Brooks

David & Christiane Bunn

CCCF Grantmaking Fund for Chester County, a fund of the Chester County Community Foundation

Norman Crandell & Deborah J. Enea

Carla & Andrew DiProspero

Alexandra C. Dow

Christine Faccioli

Dale & Susan Frens

Fulton Bank

Chad Goodwin

Frances I. Hill

Incyte Corporation Matching Gifts Program

Rachel Kagan & Michael Galey

Seamus & Amy Lavin

Fredda Maddox

New Century Club of West Chester

Pennsy Corporation

Bonnie & Ted Saddic

M Sarkari

Don & Peg Scholl

Elizabeth Strode

Howard & Theresa Sundwall

Patricia Valencia

Mr. & Mrs. John P. Voge

Helen Fegely Wessling

Woman's Exchange

**\$500--\$999**

Caroline G. Dow

Michael J. Hazley, Inc.

Gail A. Hoffman

Jean Gross, Realtor

Helga Knox

Roger & Joyce Lacy

Lance & Caroline J. Nelson

Kathleen Dougherty Niles

Brenna Quinn & Sean O'Hara

Frank & Jane Resides

Kathleen Rife

Paul & Jacqueline Spada

Stillman Volvo

**\$250--\$499**

Melanie & Daniel Baer

Martha & Darryl Biery

Austin J. Bowles

Brandywine Coach Works

Brandywine Valley Heating & Air Conditioning

Burkholder Brothers, Inc.

Pine Street Carpenters

Cerner

Chester County Dog Walkers, Inc.

Patrick & Kathryn Comerford

Stephen & Kristi Crum

Gail Marie Fellows

Ed & Lorraine Ferrara

Marie R. Gleason

Rodney S. Gruin

Matthew Holliday

James J. Sassa Insurance Agency, Inc.

Jeffrey C. Beitel, Architecture

Brian & Eve Kramp

Main Line Creative Partners, LLC

Fred & Ann Martelli

Carol, Eric & Elizabeth Metzker

Pepper Hamilton, LLP

Barbara Plevelich

Protection Bureau

RC Taylor Group

Janet Reynolds

Bill & Linda Scott

Maryellen Shields-Hill

Side Bar & Restaurant

Jean Speiser

Robert & Nina Stratton

Team Toyota of Glen Mills

Thomas Comitta Associates, Inc.

Vanguard Matching Gift Program,

David A. Wickard

William Lyster May Foundation

Carlos Yuste & Martha Kirby

**\$100--\$249**

Anonymous Friends

Lisa Ferguson Andes

Anne Ansa

Anthony's Pizza Holdings Company LLC

Tom & Ann Bare

Edwin & Janet Bauer

Lisa G. Bice

John & Wendy Buckley

Pamela Buzzerd

Jean & Charles Cheeseman

Chester County Concert Band

Julie Choi

Beatrice Cicala

Melissa B. Cichowicz

John A. Colgan, III

Richard W. and Martha B. Coyle

Karen Daley

Jean Marie Dalton

Alyssa J. Daly



Doris W. & Reese P. Davis	Robert LoBue	Maria & Eric Rufe	Maureen Kalten
Richard & Carol Davis	Edward Lotkowski	Charles & Jane Saddoris	Adell Kochubka
Kevin & Carolyn Delaney	Carol Malone	Cynthia H. Sarnoski	Mary E. Krajsa
Michael & Jacqueline Dewey	Elaine Manno	Gregory & Beth Sayler	Kari G. Lane
Dan & Meg Diskin	Ann A. Marsh	Linda & William Seybold	Michael J. Lee
Michael & Carol Dolphin	Margaret L. Marvin	David & Marilyn Shale	Melissa Markowitz
Kathy Einthoven	Richard K. & Julie C. May	John Sheehan	Carol McBride
James & Louise Elkins	Theresa A. McConnell	Sarah Sheffer	Mary Kay & Bob McCann
Barbara Ely	Tom & Connie McEvoy	Timothy & Susan Skiles	Lynn A. McDowell
Gwen Engler	Nathaniel Smith & Lynette McGrath	Valerie Skurla	Jim McNicholas
Karen Eriksen	John & Karen McKenna	Allan & Nancy Steenhusen	Melinda Mercurio
Exelon Foundation Matching Gift Program	Elizabeth McManamy	Scott & Kelly Stefanides	Elizabeth A. Moffett
Linda Fedor	Lillian D. Miller	Cynthia Stell	Alison Rae Morin
Fidelity Charitable	Mark P. & Susan Mixner	Janie W. Stevens	George C. Murphy
Linda Glaum	Suzanne K. Moore	Benjamin & Patrice Steverman	Mary Kay O'Rourke
Eileen & Warren Gondolf	Larue N. Morgan	William & Kathleen Talley	Thomas H. Pavelchek
Robert P. Goss	Phillip W. Mullen	Sylvia C. Tarzanin	Nancy E. Pitt
Christina Hack	Gregory & Theresa Neiderer	Fred G. Tennille	Amelia Rayburn
Martha C. Hagan	Patricia M. Newland	George Trajtenberg, MD	Barbara Reif
Monica Haley & Paul Schneider	Eric Newman	Jen Troutman	Kerie Renihan
Susan M. Harris	Catherine M. Norris	Erica Turner	Jacquelyn E. Rhoads
Gary & Molly Hess	O'Rourke & Sons, Inc.	James & Marie Wambold	Kim M. Risbon
Linda Hickman	Susan & Steven Oglesby	WCPL Staff	Ann Marie Scheuer
Louise W. Highberger	Jean R.S. Olmsted	Eileen H. Weaver	Eric Schmitt
James D. & Victoria E. Hipp Dow	Kimberly Osborn	Patricia I. Weaver	Erin Seiders
Sally Hoey	Mark E. Osmond	Margaret L. Westbrook	Heather Shelhamer
Nancy M. Hoffman	Martina & Bruce Ossman	Westtown Dental Associates	Melinda L. Smith
Holiday Inn Express-Exton	Alan B. Palmer	Deborah G Whitney	Rosemarie Stanley
Paula Imperial	Dick & Catherine Palmquist	Dr. Robert J. Wicks	Mary M. Stoltzfus
Al & Carol Intintoli	David & Connie Patten	John T. & Lynn P. Wildrick	Susan & Bart Sutton
Junior New Century Club of WC	Jacqueline Perri	Cathy Wilson	Michelle Waters
Martina Keogan	Martha J. Peta	<b>\$75--\$99</b>	Mary Whooley
Virginia O. Kettenring	Steven & Marybeth Phillips	Deborah Aleardi	Jody Yaticilla
Scott J. Kirkland	Mr. & Mrs. Potter	Susan Allen	<b>\$50--\$74</b>
Bruce & Mary Knapp	Lisa Prince	Therese Bell	Anonymous Friends
Gary & Kitty Knox	Elizabeth & Donald Prutzman	Trever Brightwell	Daniel & Sara Altman
Debra Kohl	Thomas & Mame Purce	Mary Burchett	Ann & Joseph Armstrong
Amy & Joseph Kormann	Steve & Anne Quigley	Madeline Buttafogo	Nancy & Alan Askinas
Brian & Stephanie Krug	Clare Quinn	Carmela A. Couderc	Ted Baldwin
Anne Marie & Tom LaCorte	Wendy Quintrell	Peter & Susan Doris	Pauline Ann Baur
Vivian Lasko	Mark & LuAnn Reisler	Jim Episcopo	Dr. & Mrs. Lawrence Bernberg
Gordon A. Leidy	Michelle J. Rhoads	Dan & Sue Gold	Elizabeth Biebel-Stanley
Lori LePard	Peter Rittenhouse	Jane A. Guardiola	The Bond Family
James & Dawn L'Heureux	Margaret & Thomas Rivello	Amy Hansell	Robert B. Brandow
Donna & Roland Lindsay	Kathleen Q. & Donald L. Rodgers	Michael Haynes	
Bridget F Lininger		Nick Hislop	



Page 6

Marilyn I. Branton  
 The Bretz Family  
 J. William & Judy Butler  
 Vivian S. Carlow  
 Jean D'Adamo  
 Larry & Liz D'Angelo  
 Linda J. Davis  
 Mark & Loretta Decker  
 Anna Mary DelVescovo  
 Rita S. DeSimone  
 Susan R. Dierkes  
 Melanie M. Dougherty  
 Sandra L. Dowling  
 Jane & Frank Dulin  
 Phyllis & Daniel Dunn  
 Ellen Endslow  
 Denyse & Daniel Faust  
 Bette L. Ferris  
 Mr. & Mrs. Eugene E. Finegan  
 Judith Fitzpatrick  
 Mary Ellen Gannaway  
 Thomas G. Gavin  
 Giant Food Stores  
 Margaret R. Glessner  
 Linda S. & Michael P. Graham  
 Betty & Duane Green  
 John & Nancy Green  
 Susan & Richard Hahn  
 Nancy Halladay  
 Michael Hansbury  
 Susan Hanway  
 Robert G. Harnwell  
 The Hazard Family  
 Ann L. Hess  
 Deborah G. Hess  
 Wayne & Paulette Jenkins  
 Joseph & Susan Karas  
 Suzanne Kent  
 Barbara C. Knickerbocker  
 Gail M. Kussay  
 Irene J. Levy  
 Laurie K. Lewis & Charles McElwee  
 Barbara T. Lidle

Linda Y. Lorgus  
 Calvin & Florence Lu  
 Kathryn S. Luzzi  
 Tom & Kendra Macko  
 Donel R. Manke  
 The McGuane Family  
 Ida & Thomas McIntyre  
 Mr. & Mrs. Victor E. Mello  
 Susan & Patrick Moran  
 Lewis & Irene Morgan  
 Kevin & Kirsten Murtaugh  
 Edwin & Mary Onimus  
 Glenn & Rohna Paskow  
 Tony & Mary Piccone  
 Peggy Pillard  
 Wallace & Alfreda Pippin  
 Paul V. & Nancy K. Plourde  
 Constance M. Plunkett  
 Dr. Robert Poole  
 Catherine M. Prudhoe  
 Carolyn Rayburn  
 Robert W. Ricci  
 Linda & Stephen Sander  
 Virginia M. Scheffey  
 Chris & Steve Simms  
 Edward & Karen Skros  
 Harlan & Kris Slack  
 Patricia A. Starin  
 William & Faith Sylvester  
 Sharon Taraschi  
 Kelly M. Tomlin  
 Mira Tryon  
 Andrea R. Tweedie  
 W. Rex & Kathryn Van Winkle  
 Victor G. Vely  
 Janet Vokoun  
 Wegmans  
 Georgine & Cabell Whittum  
 Deborah B. Wiechec  
 Christina C. Wilcomes  
 Gerard & Margaret Williams  
 S. Jerome Williams  
 William D. Winters, Jr.  
 Eva Wylie

Jean Yoder  
 Maryanne Zampitella  
 Limian Melissa Zhao  
**\$1 - \$49**  
 Anonymous Friends  
 Fida Abbott  
 Robert & Marie Adolph  
 Joy Louise Alford  
 Betsy & Randy Altland  
 Karen & Ed Bailey  
 Pauline M. Bannan  
 Stella Barry  
 Ursula Beren  
 Donna & James Bigley  
 Daniel Boland  
 Gail Bowden  
 Janet & Richard Boyd  
 Jim & Karen Bradley  
 Jeannine Breslin  
 Lisa M. Bryant  
 Vincent Buckwash  
 Thomas A. Capista  
 Alison Chamberland  
 Dana Ciaffone  
 Janis Clay  
 Priscilla & John Clouser  
 Michel Comstock  
 Susan F. Conforti  
 Kathleen M. Cosden  
 Andrew & Irene Crichton  
 Victoria Magro Croul  
 Kelley M. Curry  
 Darlene F. Czarnecki  
 Susan DeGeorge  
 Helen Dennison  
 Mahendra & Gloria Desai  
 Frank & Jill Desiderio  
 Jonathan R Dollman  
 Thelma J. Eberle  
 Bryan Eck  
 Carolyn S. Fagan  
 Megan Fant  
 Susan Farrell  
 Samantha E. Ferraro

Julie A. Finegan  
 Wynne Fischer  
 Caitlin Fisher  
 Carol V. Flaig  
 Nicholas & Marian Fuller  
 Emily Furlong  
 Cecily Getz  
 Elizabeth E. Gincley  
 Dawn Gise  
 Debra Grear  
 Frederick T. Gusz, Jr.  
 Inger Hatlen  
 Anne Marie Heil  
 Valerie J. Higgins  
 Kelly M. Hisey  
 Bradford & Sheri Houpt  
 Mariann Houpt  
 IBM Employee Charitable Campaign  
 Linda I. Johnson  
 Missey Kalucki  
 Christina Kamins  
 Eugenia M. Kasmer  
 Lynn M. Kauffmann  
 Susan Kelly  
 Brenda G. Kemmler  
 Stephanie Kessler  
 Christine P. Kinkead  
 The Kowalski Family  
 William B. Lalicker  
 Linda Larkin  
 Fay R. Leary  
 Veronica Ann Liberi  
 Guy C. Lisowski  
 Philip & Beverly Longo  
 Jane Ludin  
 Linda Lyons  
 Debbie MacCausland  
 Margaret Manning  
 John Martin  
 William & Suzanne McCahan  
 Dolores & John McCormack  
 Carol McLachlan  
 Holly McRee  
 Kathleen Meade



Colleen Meiswich  
 Jill Merriwether  
 Patricia A. Messner  
 Donna Milewski  
 Marietta Moody  
 Kathy A. Nefferdorf  
 Richard C. Nelson, DDS  
 Maureen O'Hara  
 Nancy M. Ohms  
 Gwynne Ormsby  
 Catherine Pin  
 Constance & Joseph Plevelich  
 Denise Polk  
 Robert & Melissa Gallop  
 Marc & Jennifer Roberts  
 Leslie J. Robertshaw  
 Catherine Roumpz  
 Julie Rouse  
 Kristine & Oscar Schilling  
 Stephen A. Shalet  
 M. L. Corbin Sicoli  
 Lester Silberman  
 Kendall Sisk  
 Bennett Smith  
 Michael Smith  
 Brenda Spuckti  
 Katharine Stambolian  
 James Statts  
 Laura Thiele  
 Amy Tormey  
 Rabbi Lawrence Troster & Elaine B. Kahn  
 Tina Turner  
 Virginia G. Turner  
 Maria I. Turse  
 Sue Tyson  
 Julie E. Voelker  
 Theresa Wade  
 Jack & Anne Waldron  
 Wendy Wark  
 Carol Yetter  
 Eugene Zegar  
 The Zengel Family  
 Nora Ziegler

**In-Kind Donations**

Mary U. Brooks  
 Chester County Running Store  
 Couch Tomato  
 Eclat Chocolate  
 Fenn's Coffee  
 Halladay Florist  
 James Hipp Dow  
 Jaco Taco  
 Gabrielle Kotke  
 La Baguette Magique  
 Limoncello  
 Main Line Creative Partners  
 Malena  
 Market Street Grill  
 Monkey Fish Toys  
 Old Soul Décor  
 Pet Supplies Plus  
 Prana House  
 Clare Quinn  
 Rita's Water Ice  
 Tolsdorf Oil Lube Express  
 Tropical Homemade Ice Cream  
 Velvet Hair Studio  
 Yori's Church Street Bakery  
 Zazen Nail Spa



Fire Safety Week story time featured a visit from a fire truck!

## Thank You to Our Wonderful Volunteers!

WCPL volunteers, who range in age from 14 to 90, gave 1,512 (.8 FTE) hours of service to their community by helping with a variety of library tasks. Volunteers shelve books, pull materials requested by customers at other CCLS libraries, ready new books for check-out, and help with a variety of projects especially in the Children's Department.



TAB member Jaiden as "Clifford the Big Red Dog" at a children's event.

They are joined by many who volunteer to fulfill high school graduation projects, college course requirements, and community service requirements. Student members of the campus branch of the West Chester University PSEA Club helped Children's Department staff with the 1-2-3 Play With Me sessions and Lego™ clubs. Our Kids' Chess Club is coached by Nick Christofides.

Last, but not least, are the many volunteers who help with our events, such as Holiday Home Tour and Literacy Links Invitational.

Our regular volunteers who help keep things in order:

Jean Marie Dalton	Cameron Howe	LaRue Morgan
Teddy Diskin	Althea Hutchinson	Jaiden Ransom
Alexandra Dow	James Kennedy	Scott Schaeffer
James Hipp	George Kent	Mary Ann Ulmann

## Program Variety @ the Library

A highlight of the year was our first-ever escape room for adults. Held Friday evening, October 26, the Escape the Library Ghost program was a fun and a well-attended success. The 28 attendees were between the ages of 21 and 55, which was a great mix of the age group the event was targeted at. Attendees went through the escape room in three groups. All three managed to escape, albeit with some helpful hints from the friendly library ghosts who were wandering around that night. Staff received great reviews about the event along with inquiries about similar future events.

The library offered the following adult programs in 2018:

- Local author book-signings with Fida Abbott, and Stan Gale
- Chester County Day slide preview
- League of Women Voters voter registration day
- Two APPRISE programs on Medicare
- Workshop on using herbs for health and wellness presented by Jacque Maldonado of The Prana House
- Learn-to-paint workshop presented by Geraldine Guzman
- Participated in the 2018 Douglass Day Transcribe-a-thon hosted by the Smithsonian and Colored Conventions – transcribing hand-written documents from the Freedmen's Bureau, dating from just after the Civil War
- Screened *Bye Bye Birdie* in conjunction with the Happy Hour on the Terrace event featuring Bobby Rydell
- Workshop on essential oils

The Library continues to host several on-going programs for adults: 3rd Wednesday Book Discussion Group, Quilting @ the Library, and weekly Volunteer English Program English Language Conversation. The conversation and quilting groups both gained a number of new participants in 2018.



## West Chester Public Library

415 North Church Street  
West Chester, PA 19380

610-696-1721  
610-696-7985, Children's Department

wcpl@ccls.org  
www.wcpubliblibrary.org

---

### Find us on :



Printed for WCPL by Chester County Library System.

*West Chester Public Library is a destination for connection, collaboration and enrichment through knowledge and community engagement.*

---

## Staff

- Victoria E. Dow, Director
- Hannah Siegele, Assistant Director
- Clara Kelly, Youth Services Librarian
- Clare Quinn, Development Manager
- Meg Diskin, Early Literacy Specialist
- Michelle Guinan, Story Time Coordinator
- Erica Howard
- Anne Laverty
- Enya Lucas
- Wendy McSwain, Event Consultant
- Elizabeth Metzker, ILL Assistant
- Chloe Montgomery
- Eric Scotolati
- Tanvi Shrestha, ILL Assistant
- Alyssa Turner, Teen Program Coordinator
- Rebecca Viola
- Deborah Wood
- Mary Louise Woodcock

## Selected statistics for 2018

<u>Programs and Attendance</u>	
Total number of programs (24% increase over 2017)	714
Total attendance at programs (1.6% increase over 2017)	9,509
Door Count	92,489
<u>Volunteer Hours</u>	
Regular Volunteer & Community Service Hours	1,512
Volunteer Full Time Equivalent (FTE)	1
<u>Borrowing</u>	
Adult & Teen books, DVDs, magazines	60,652
Children's books, DVDs, magazine	74,887
Downloadable ebooks	26,701
<b>Grand Total</b>	<b>159,240</b>



**WESTTOWN TOWNSHIP  
PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT FOR JULY/AUGUST 2019**

---

---

**ROADS**

- ◆ Manage and monitor large construction projects.
  - ◆ PG sectional force main replacement.
  - ◆ Tyson Park improvements.
  - ◆ Oakbourne bridge replacement.
  - ◆ Road paving, inlet and manhole replacements project.
  - ◆ Aqua water main replacement.
- ◆ Elevated trees at RT 926 traffic signals to improve approaching sight distance.
- ◆ Performed yearly inspections of all traffic signal components and repaired noted issues. (12 signals, 4 warning flashers).
- ◆ Regraded and stabilized the shoulder of Woodcrest Road to improve drainage.
- ◆ Repaired erosion along Woodtone Road.
- ◆ Cleared road edges of overgrown vegetation using a boom mower.
- ◆ Reconstructed an inlet sump along Carlyle Road to improve drainage.
- ◆ One employee attended a flagging certification course.
- ◆ Cleared accumulated debris from stormwater inlets on all roads.
- ◆ Cut obstructing vegetation at numerous intersections to improve visibility.
- ◆ Filled potholes throughout the township as necessary.
- ◆ Straightened and replaced faded and damaged street signs.

**BUILDINGS, PARKS, AND OPEN SPACE**

- ◆ Completed four grass mowings per month.
- ◆ Checked operation and fluid levels on all standby generators.

**OAKBOURNE PARK AND MANSION HOUSE**

1. Installed a lighted entrance sign and street light.
2. Hauled and stockpiled 30 loads of topsoil for a future landscape berm.
3. Removed many hazardous and/or fallen trees throughout the grounds.
4. Replaced a section of the kitchen ceiling due to a roof leak.
5. Repaired washed out walking trails throughout the park.
6. Trash, recyclables, and restroom cleaning and maintenance.

## **PARKS AND OPEN SPACE**

1. Restored Park signs for Oakbourne and Tyson parks
2. Delivered and graded six loads of dirt to level low areas of Larchwood Park.
3. Removed a few trees and cut meadow areas in Tyson Park for the trail construction project. Cut invasive vines along the western property line.
4. Inspected all playground structures for safety hazards.
5. Inspected stormwater retention basins for proper operation.

## **WASTEWATER**

- ◆ Completed the PG force main replacement project including paving.
- ◆ Repaired defective air diffusers in the #2 aeration tanks.
- ◆ Repaired the disk filter air compressor.
- ◆ Replaced the fuel tank for the generator at PGPS.
- ◆ Installed a new flow meter at Cobblefield PS.
- ◆ Cleaned and serviced both check valves at Wild Goose PS.
- ◆ After-hours response to replace an air control pump at WGPS.

## **EQUIPMENT MAINTENANCE AND REPAIR**

- ◆ 67-16 – Replaced interior door handle and serviced the engine.
- ◆ 67-11 – Serviced the engine.
- ◆ 67-41 – Replaced a hydraulic line to the transmission and repaired the emergency brake.
- ◆ 67-18 – Replaced the 4x4 transfer case linkage.
- ◆ 67-65 – Installed warning strobe lights on the perimeter of the tractor.

## **FUTURE PROJECTS**

- ◆ Begin Mansion exterior renovation project.
- ◆ Complete hazard tree removal in Oakbourne Park.
- ◆ Complete fall field mowing of open spaces.

**MARK GROSS**  
**DIRECTOR OF PUBLIC WORKS**

# WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall  
1039 Wilmington Pike, Westtown Township  
Wednesday, August 21, 2019 – 7:30PM

## **Present**

Commissioners – all Planning Commission (PC) members were present. Also present was Planning Technician, Mila Robinson.

## **Call to Order and Pledge of Allegiance**

Mr. Pomerantz called the meeting to order at 7:30 PM, Lowe Perrish and John Woodcock led those present in the Pledge of Allegiance.

## **Adoption of Agenda (DP/EA) 7-0**

No changes were made.

## **Approval of Minutes (KF/SR) 5-0**

Two corrections were made to the PC meeting minutes for 08/05/2019. Jack Embick requested to include that he was opposed to changing the 75-foot setback. Mr. Pomerantz requested to assure that the comments presented in the minutes by other members would be emphasized as well.

## **Announcements**

- Gaudenzia ZHB application will be heard Thursday, 8/22, 6:30pm, Twp Bldg
- WCASD, Rustin HS ZHB application will be heard Thursday, 8/29, 6:30pm, Twp Bldg

## **Public Comment – Non Agenda Items**

None

## **New Business**

1. **2019-08 Bournelyf Special Camp – ZHB (Special Exception) application** – Lowe Perrish, President of the Board of the Bournelyf Special Camp (BSC), and John Woodcock, an ex officio member of the Board and pastor of the Church of the Loving Shepherd (CLS), were present to answer PC members questions related to the application. The BSC applied for a Special Exception to permit use of a property, noted as a separate parcel owned by the CLS located in the R-1 zoning district, to allow for a use of the property as the Day Camp that it has operated as since 1980. This use is permitted by special exception according to the Township Code Article VI Chapter 170 Zoning.

Mrs. Adler expressed her concern about creating a parcel that was completely landlocked, was used in common with all three other parcels belonging to the CLS, and had no street access. Jack Embick questioned if that could be resolved by obtaining easements. Mrs. Adler noted that the parcel was never subject to a complete review because it had been there for a while, and she questioned adequacy of easements for emergency response. John Woodcock remarked that the church purchased the properties in three separate transactions, and when more was subdivided, the Township granted an easement to the parcel under discussion, which happened in 1970/1971.

Mr. Embick raised a question regarding the use and management of the swimming pool located at the BSC. Mr. Perrish recapped that the camp operated during summer months, did not have any overnight facilities, offered monthly programs, and the pool was used during that time. The pool varied in size between 3 and 7 feet and was an L-shaped with a ramp for people with disabilities; it had a section with only 3 to 3.5 feet depth and six swim lanes of about 50 feet in length and 3.5 to 7 feet in depth. He explained that the day camp had a paid staff, including lifeguards, nurses and camp counselors, and volunteers who worked at the camp. The BSC utilized a pool contractor for maintenance of the pool, and to their knowledge, pool filters were backwashed several times throughout the summer. Mr. Woodcock emphasized that the pool and the camp were subject to inspection by the county and the state. He explained that the Chester County Health Department had standards for chemicals used in the pool, and the camp tested pool water several times per day. He also pointed out that chlorine evaporates, and when it was time to close the pool, the water was discharged onto the ground, on the south side of the pool. Mr. Embick emphasized that according to the rules and regulations of the Department of Environmental protection (EPA) and rules pertaining to swimming pool operations promulgated by the Department of Health, one had to very cautious with the chemicals when draining the pool water onto the ground or backwashing the filters. He further pointed that one shall not discharge pool water to the place where it would flow into a storm drain and eventually to a stream. Mr. Woodcock commented that the closest stream was at least three to four acres away from the pool and did not originate on the property. Mr. Embick also asked about the location of the septic system's absorption field (drainfield) in regards to the pool. Mr. Woodcock noted that it was located about 150 feet from the south of the pool, and it was not drained onto the field.

Mr. Rodia raised a question regarding the distance of the pool from the main building and access to it in case of emergency. Mr. Perrish noted that the access road was made out of stone, and he assured that it was very easy to get to the pool with all type of vehicles.

Mr. Hatton questioned the reason for special exception for the property considering the church was granted one back in 2000 and was successfully leasing the property to the camp for many years. Mr. Perrish confirmed that the special exception was granted to the church, and the BSC was a nonprofit that rented that parcel to operate. The church made a decision to sell that property to the camp, which had been around for 40 years, so that the church could have funds for repairs and other things. He stressed that the parties had symbiotic relationship that they expected to continue. Mr. Woodcock added that the camp that started as a mission project for the church was now in a better financial state to have a title to the property of its own.

Mr. Pomerantz asked whether families paid to utilize the day camp. Mr. Perrish recapped that about 50% funds came from tuition and the other 50% from grants and donors and fundraising events.

Mr. Flynn raised a question about the future of existing access easements through church's property after the transaction. Mr. Woodcock confirmed that the church would continue having an access easement to the future camp's property. Mrs. Adler asked to confirm the width of an easement. Mr. Woodcock believed it was a minimum of 25 feet with some areas being wider.

Mr. Hatton asked about the lighting around the pool, to which Mr. Perrish responded that the neighbors were opposed to having standard pool lights, therefore, considering that the pool was not used at night, there were no lights around it. He noted that the camp had portable lights that were utilized during annual camp show event.

PC members had a discussion about the future of the property in case there were plans for additional buildings for office space and other facilities. Mr. Perrish confirmed that the camp would like to add on to the existing bathrooms, but there were no certain plans in the works for anything else. He noted that it would be nice to have some somewhat more permanent storage and offices, and the camp was currently utilizing the church's facilities.

Mr. Pomerantz asked if the camp had any negative reaction from the neighbors. Mr. Woodcock explained that he was surprised that some neighbors were not even aware that there was a camp on the property. Mr. Embick asked if the neighbors were notified about the special exception application. Mr. Perrish responded that there were not.

Mr. Lees raised a question about the camp's tax-exempt status. Mr. Embick suggested that they should check on that before moving forward. Mr. Woodcock responded that he believed that the camp was granted that status. He elaborated that the church had been paying tax on that property, because it was not used for worship, and then the assessment office pointed out that mistake and granted a tax-exempt status based on a charitable organization using property of another charitable organization.

After a discussion, PC strongly suggested the applicant verifying its tax-exempt status, and contacting the adjacent property owners for their support and including their feedback as an exhibit for the ZHB.

**Motion to recommend to the ZHB to consider favorably the special exception application to permit use of a property, noted as tax parcel 67-4-3 located in the R-1 zoning district as the Day Camp with considerations given to the following items: formalization of existing access easements (including their width), management of the swimming pool, future plans for additional building(s) and parking, and a need of a separate street address for emergency response.**

#### **Old Business**

None

#### **Public Comment**

None

#### **Reports**

#### **Adjournment (SR/RH) 7-0**

Meeting was adjourned at 8:25 pm.

Next PC Meeting – August 21, 2019, 7:30 pm – Township Building

PC Representative at next Board of Supervisors Meeting: September 3, 2019 (Tuesday) – Russ Hatton/Jack Embick

Respectfully submitted,  
William Ethridge, Planning Commission Secretary

# Memo

**To:** Board of Supervisors  
**From:** JoAnne Grube  
**Date:** September 3, 2019  
**Re:** The 2020 Minimum Municipal Obligation (MMO) for the Westtown Township Pension Plan

---

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the Chief Administrative Officer of each municipal pension plan to inform the governing body of the municipality of the plan's expected financial obligation for the coming year. This must be done by the last business day in September. This memo, provided under the guidance of the Pennsylvania Municipal Retirement System (the plan's administrator), is intended to satisfy the legal requirements of Act 205.

The calculation of the 2020 plan cost, or the MMO, required an estimate of the 2020 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968.

Please understand that the MMO is the municipality's 2020 bill for this pension plan. The calculated obligation must be paid by December 31, 2020. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.




JoAnne

Attachment: 2020 MMO Worksheet

**The Minimum Municipal Obligation Worksheet (MMO)**  
**For The**  
**Westtown Township Pension Plan (15-216-5 N)**

**For Plan Year 2020**

Estimated 2020 W-2 Payroll For Covered Plan Members:	(A)	<u>1,111,760</u>	
Contracted Employer Contribution Rate Expressed as a Decimal:	(B)	<u>0.0500</u>	
RESULT: (A) * (B) =			(C) <u>55,588</u>
Administrative Charge (PMRS Determined) # of Plan Members times \$20:			(D) <u>460</u>
<u>MINIMUM MUNICIPAL OBLIGATION</u>			56,048
Equals (C) + (D)	(MMO)		<u><u>56,048</u></u>

Prepared By: JoAnne Grube (Name)  (Signature)  
Director of Finance/HR(Title) ( 610 692-9651 (Telephone #)

Please complete the above worksheet with your best estimates and return a copy to the Pennsylvania Municipal Retirement System by October 4, 2019. The official copy must be shared with the plan's governing board by the last business day in September.

# Plan Member Status in PMRS

## Westtown Township

15-216-5 N

Member Name	MKEY	Plan Status as of August 8, 2019
Adler, Elaine L.	1039800	Retired
Brown, David F.	1040520	Active
Coleman, Pamela W.	1078786	Active
Culberson, Chris R.	1054307	Active
DiNunzio, Gerald R.	1040192	Retired
Doan Jr., Robert E.	1055776	Active
Ethridge II., William C.	1087571	Active
Fitzsimmons, Michael J.	1091113	Active
Greer, Helen R.	1043239	Retired
Gross, Mark S.	1052314	Active
Grube, Joanne T.	1055658	Active
Kane, Adrienne M.	1053747	Retired
Kiley, Pamela A.	1089013	Active
King, Michael P.	1083793	Active
Layman, Robert	1054351	Retired
Martin, Dee Ann H.	1053338	Retired
Pennington, Jon M.	1044671	Active
Pingar, Robert R.	1080199	Active
Preston, Sandra E.	1052313	Active
Robinson, Liudmila	1087587	Active
Spranger Jr., Stephen J.	1091114	Active
Stockmal, Bridget C.	1088134	Active
Wilson, John C.	1053748	Retired

Active Members: 16

Vested Members: 0

Retired Members: 7

Retired (Survivors): 0

Retired (Disabled): 0

Total Membership  
(Active/Vested/Retired) 23



**Westtown Township 2019/2020 Group Salt Bid**

<b>VENDOR</b>	<b>BID BOND</b>	<b>Contract Amount</b>		<b>Over Contract</b>	
		<b>FOB</b>	<b>Delivered</b>	<b>FOB</b>	<b>Delivered</b>
Eastern Salt Company	yes	\$55.00	\$55.00	\$55.00	\$55.00
Chemical Equip Labs	yes	\$56.10	\$56.10	\$56.10	\$56.10
Morton Salt	yes	\$61.00	\$61.77	\$71.00	\$71.77
Compas Mineral	NO BID				



## **Neighborhood University 2019 to Start September 12**

The West Chester Area Council of Governments is proud to announce that another year of Neighborhood University is set to begin on September 12, 2019. This free program offers the opportunity to learn about local government, tour public facilities, and better understand available municipal services and resources. The goal is to provide area residents with the tools necessary to be better advocates for their community.

Neighborhood University of Greater West Chester is open to any resident or business owner, age 16 or older, from one of the participating communities: East Bradford Township, East Goshen Township, Thornbury Township (Chester County), West Chester Borough, West Goshen Township, West Whiteland Township, and Westtown Township.

Local officials will cover topics including the structure of local government in Pennsylvania, public safety, zoning and land development, multi-modal transportation, stormwater management, transportation, Public Works infrastructure, public finance, and fire and police services.

Registration has begun and class size is limited. Sessions will be held on Thursdays from 7:00 to 9:00 pm in various locations throughout the greater West Chester area. Once enrollment is confirmed the course schedule and session locations will be distributed to participants. More information can be found at [www.nugwc.org](http://www.nugwc.org).

**CONTACT PERSON:** Mimi Gleason, West Whiteland Township Manager ([admin@westwhiteland.org](mailto:admin@westwhiteland.org)) or call (610) 363-9525.

# Recycling Day

## Anything with a Plug™



**September 28, 2019**  
**Westtown Township**  
**1039 Wilmington Pike**  
**9:00 a.m. - 12:00 p.m.**

### WESTTOWN TOWNSHIP

is proud to offer township residents the opportunity to responsibly recycle obsolete electronics on Saturday, September 28, 2019.

This service is available to all residents and small businesses with fewer than 50 employees.

Electronics will be recycled by eForce Compliance, Philadelphia's first Certified Responsible Recycler.

We will accept all electronic devices with a plug, NO SMOKE DETECTORS, LARGE APPLIANCES or PROJECTION TVs will be accepted.

**Coupon of equal or greater value provided for all TVs or monitors charged.**

**All Data Media Will Be Destroyed or Wiped!**

### ACCEPTED ITEMS INCLUDE:

Laptops	Computers
Peripherals	Mice
Typewriters	Small Appliances
Telephones	Fax Machines
Cameras	Keyboards
Cell Phones	Printers
Calculators	

**\$30 fee per TV  
or computer monitor  
\$100 per wooden console TV  
\$10 per microwave,  
dehumidifier, air conditioner**



# WESTTOWN DAY

*Sunday, September 29*



## OAKBOURNE MANSION

11 AM - 3 PM

1014 S. CONCORD ROAD

WEST CHESTER, PA

[WWW.WESTTOWNDAY.COM](http://WWW.WESTTOWNDAY.COM)

LIVE MUSIC

CARNIVAL GAMES & FOOD TRUCKS

PETTING ZOO & PONY RIDES

CIVIL AND REVOLUTIONARY WAR REENACTORS

KIDS ARCHAEOLOGICAL DIG

PUMPKIN DECORATING

LOCAL BUSINESSES, SCHOOLS & ORGANIZATIONS



Hosted by the Westtown Township Historical and  
Parks & Recreation Commissions. No Pets Please.

---

**Check Register****Westtown Township**

30-Aug-19

From: 20-Aug-19 To: 03-Sep-19

---

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 GENERAL FUND</b>					
15120	8/20/2019	405985	Construction Services Group L	\$71.12	R
15121	8/20/2019	405986	Robert & Mimi Snyder	\$225.42	R
15123	8/20/2019	1061	McCormick Taylor	\$9,172.00	O
15124	8/28/2019	674	Battavio Plumbing & Heating	\$786.70	O
15125	8/28/2019	5431	Big Air Cinema	\$200.00	O
15126	8/28/2019	7191	Code Inspections Inc	\$35,278.53	O
15127	8/28/2019	405992	Deborah Atella	\$90.00	O
15128	8/28/2019	58	East Goshen Township	\$2,190.86	O
15129	8/28/2019	1082	ELEANOR J. SCHWANDT, R	\$1,108.00	O
15130	8/28/2019	1082	ELEANOR J. SCHWANDT, R	\$216.50	O
15131	8/28/2019	1061	McCormick Taylor	\$8,838.34	O
15132	8/28/2019	5954	Pamela Coleman	\$148.90	O
15133	8/28/2019	314	Proforma Print Marketing	\$990.33	O
15134	8/28/2019	6789	PSTCA	\$30.00	O
15135	8/28/2019	7173	Sidelines Sportswear & Promo	\$660.00	O
15136	8/28/2019	7	Westtown-East Goshen PD	\$214,864.49	O
			<b>Bank Total:</b>	<b>\$274,871.19</b>	
			<b>Total Of Checks:</b>	<b>\$274,871.19</b>	

---