

WESTTOWN TOWNSHIP

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

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

AGENDA

Westtown Township Board of Supervisors Regular Meeting Monday, January 6, 2020 - 7:30 PM

Westtown Township Municipal Building
1039 Wilmington Pike, Westtown

- I. Call to Order & Pledge of Allegiance
- II. Approval of Board of Supervisors Meeting Minutes – December 16, 2019
- III. Public Comment (Non-Agenda Items)
- IV. New Business
 - A. Planning Commissioner Resignation – Dick Pomerantz
 - B. Resolution 2020-01 –Township Fee Schedule 2020
 - C. Resolution 2020-02 - Township Manager’s Annual Compensation 2020
- V. Announcements
 1. Christmas Tree Collection – Saturday, January 11
 2. Township Office Closure – Monday, January 20 for Martin Luther King Day
 3. Toll/Crebilly CU Hearing – Thursday, January 30 at Rustin High School
 4. Historical Commission Vacancy
 5. Planning Commission Vacancy
- VI. Public Comment (All Topics)
- VII. Payment of Bills
- VIII. Adjournment

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

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

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

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

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

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, December 16, 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, Parks & Recreation Commissioner Meghan Hanney, and Planning Commissioner Russ Hatton. There were 8 guests.

I. Pledge of Allegiance & Call to Order

Mr. Yaw called the meeting to order at 7:30 PM, and led the Pledge of Allegiance. He asked if anyone was recording the meeting. No one was responded.

II. Approval of Minutes (December 2, 2019)

Mr. Di Domenico made a motion to approve the December 2, 2019 Board of Supervisors meeting minutes. Ms. De Wolf seconded the motion. There were no comments, and the minutes were unanimously approved.

III. Workshop Meeting Summary (December 16, 2019)

Mr. Yaw stated that the Board did not hold a public workshop or Executive Session prior to the meeting, but they will reconvene after the meeting for a brief Executive Session to discuss a personnel matter.

There were no questions or comments.

IV. Departmental Reports

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

Chief Bernot thanked everyone for the generosity displayed during the Toys for Tots and One Warm Coat drives. As always, the Chief also encouraged residents to visit the department website and take advantage of all the services it offers, such as the police blotter, vacation checks, lockout service, “report It” registry, and new programs like the 2-1-1 Call Center for homeless services.

There were no questions or comments.

B. Parks & Recreation Commission (P&R) – Meghan Hanney

Ms. Hanney thanked the Board for the improvements to the Oakbourne Mansion and commented that many attendees at the Winter Festival remarked on how nice it looked. Ms Hanney reported that there were 315 attendees, which is higher than last year’s event. They received a lot of positive feedback on the event, but may consider layout changes for next year. She reported that they had some trouble attracting vendors this year, but hoped that the suggested improvements will help. Ms. Hanney stated that the commission did not meet in December after the Winter Festival. Their January meeting will focus on 2020 events.

Mr. Di Domenico commented that he would like to work with P&R and the Board next year to plan a car show at Oakbourne.

Ms. De Wolf thanked P&R for their hard work this year. She commented that the mansion holiday decorations were wonderful and appreciated everyone’s time and effort. Mr. Pingar commended P&R for how well managed the Winter Festival is.

Kathy Di Domenico, 1530 Woodland Road, commented that she noticed non-Westtown residents at the Egg Hike in April and wondered if there were many non-residents at the Winter Festival as

well. Ms. Hanney replied that P&R doesn't track attendee demographics, but knew that there were several non-local attendees this year. Ms. Hanney agreed that it might be helpful to track this information at future events.

There were no other questions or comments.

C. Planning Commission (PC) – Russ Hatton

Mr. Hatton reported that at their December 4 meeting, the PC completed their recommendations regarding the Toll Brothers/Crebilly Farm II Conditional Use (CU) application. The 12/18 meeting was cancelled due to the conflicting Board of Supervisors' Toll Brothers/Crebilly Farm II Conditional Use Hearing and the business of the holiday season. Mr. Hatton reported that at the December 4 meeting, Chair Dick Pomerantz commended the PC on their work during his tenure as Chair and looked forward to working with the PC in his new role as township supervisor.

Mr. Hatton reported that the next PC meeting will be held on January 6 for their reorganizational meeting. Mr. Hatton reminded the Board that Jack Embick's term will expire at the end of the month and encouraged the Board to appoint Jack for another term.

Mr. Hatton asked for an update on the status of the Sign Ordinance amendments. Mr. Yaw replied that the Sign Ordinance came before the Board in September of this year. Two items had to be revised and returned to Gawthrop Greenwood for review, due to issues related to the section on illuminated signs. He commented that it is ready to be re-considered, but may need to go through Act 247 Review again.

Ms. De Wolf thanked the PC on their outstanding work and for their recommendations for the Toll/Crebilly Farm II CU application review.

Mr. Yaw asked if Kristin Camp issued her formal communications regarding the recommendation. Mr. Hatton confirmed she had.

There were no other comments or questions.

D. Manager's Report – Rob Pingar

Mr. Pingar stated that the township website has a great deal of information for residents and encouraged residents to subscribe to the township listserv. Mr. Pingar provided an update on the Sunoco Pipeline project, stating that work on the pipeline will stop over the holidays and will recommence on Thursday, January 2, 2020. The pilot hole for the 20" pipe from Cavanaugh Court towards Thornbury Township is roughly 82% complete. Energy Transfer Partners (ETP), expects to complete the pilot hole and pull the pipe in January. The pilot hole from Cavanaugh Ct towards East Goshen Township is roughly 13% complete and ETP expects to pull that pipe in March or April 2020.

Mr. Pingar reported that the township has submitted applications to PA DCED and the Commonwealth Financing Authority for two Small Water and Sewer Project grants. The first is for Ponds Edge Road Sewer Rehabilitation Project, and the second is for the Pleasant Grove Pump Station Force Main Project. The township was successful in obtaining a grant several years ago for the Kirkwood Pump Station Upgrade Project.

Mr. Pingar reported that Rustin Walk and Old Hawthorne developments were unable to complete their respective projects and dedicate the roads to the township by the end of the year. Consequently, the developers will still be responsible for snow plowing in those neighborhoods this winter. Mr. Pingar expects these developments will be fully completed by Spring 2020.

Finally, Mr. Pingar announced that the townships annual re-organization meeting will be held January 6, 2020. The swearing in of the township's newly elected supervisor, Dick Pomerantz, will occur during this meeting. The township will also announce all meeting schedules for the year and appoint non-elected officials and consultants.

Mr. Di Domenico shared with Mr. Pingar that a well at Woodland Road and RT 352 was recently affected by the Sunoco Pipeline project. He elaborated that the well was drained and the water turned brown. The resident was forced to relocate to a nearby hotel for the past two weeks. Mr. Pingar thanked Mr. Di Domenico for the update.

Meghan Hanney (323 Ponds Edge Road) asked about the sewer project on Ponds Edge Road. Mr. Pingar elaborated that the township has had plans for several years to re-line the sewer main due to severe deterioration. The township is seeking state grant money to help finance a large portion of the cost of the project. Ms. Hanney asked when the township would know the results of the application. Mr. Pingar replied that he did not expect a response until mid-year.

There were no other comments or questions.

V. Public Comment (Non Agenda Items)

Mr. Di Domenico stated that this is his last meeting as a township supervisor, and said he is honored to have served the township. He thanked the past and present Board, Mr. Pingar, all township staff, the police, the commission members, and all township residents who have volunteered their time during his tenure. He mentioned a number of projects that have been undertaken during his term including the On Lot Management Program, Tyson Park improvements, the new Public Works garage, the Oakbourne Road Bridge replacement, the exterior restoration of Oakbourne Mansion, and many other multifaceted issues and projects. He urged residents to be active in their local government. He wished everyone a happy and healthy holiday.

Mr. Yaw stated that Board has to work together to solve township problems and address complaints from constituents. It is not an easy job. He stated that Mr. Di Domenico's pragmatism and passion will be missed, and that he will try to carry that spirit forward. Ms. De Wolf stated that this has been a busy six years, and thanked Mr. Di Domenico for his work.

Willie Gonzales (1937 Skiles Blvd) thanked the Chief and WEGO for their service. He also thanked Mike DiDomenico for his service on the Board. Mr. Gonzales then asked the Board the status of the negotiations with Westtown School regarding the number of lighted nights. Mr. Yaw stated that there has been discussion between respective solicitors regarding the language of the proposed ordinance amendment and the number of lighted nights. Mr. Gonzales reminded the Board that the township Planning Commission unanimously voted against Westtown School's Conditional Use (CU) application. Mr. Yaw acknowledged the PC's recommendation.

Annette Zirelli (1151 Westtown Road) asked about the process for the Westtown School CU application. Mr. Yaw explained that the application had two components: a request to change the law (ordinance) and the CU hearing. If the Board doesn't change the law, the school still has the right to build the new fields and light them for 30 nights. Ms. Zirelli asked why the township would accept an application that is in violation of current law. Mr. Yaw explained that in land development, an application is frequently made in tandem with an ordinance amendment to avoid duplicative legal proceedings. If the law is not changed, then the application "dies on the vine." Ms. Zirelli asked how parties to the CU application would be informed of the proceedings. Mr. Yaw stated that any change to the ordinance would be made in public proceedings.

Bob York (1149 Westtown Road) asked why the Westtown School (WTS) application is dragging on for so long. He said he assumes the Board is against 220 nights, or the application would have been approved. Mr. Yaw stated that the township solicitor informed the school that there were issues with their proposed application, and suggested they revisit those issues. Ms. De Wolf stated that the process can take months. Mr. Yaw added that WTS may ultimately withdraw their application.

John Ryan (600 Tunbridge Road) stated that it is disappointing that nothing has happened with the noise issue from the Quaker Ice Rink. Mr. Yaw restated that the township is taking legal action, and reminded Mr. Ryan that he has rights and remedies, including a claim for monetary damages from the rink and its owner, that the township does not have.

There was no other public comment.

VI. Old Business

A. Oakbourne Mansion Exterior Repairs Project – Request for Payment No. 3

Mr. Yaw stated that Linn Architects evaluated the invoice submitted by R.C. Legnini Company, Inc. for work completed on the Oakbourne Mansion Exterior Repairs Project, and recommended payment in the amount of \$87,224.78, which reflects 10% retainage. Mr. Di Domenico made a motion to approve Payment No. 3 to R.C. Legnini Company, Inc. in the amount of \$87,224.78. Ms. De Wolf seconded the motion. There was no public comment and the motion was unanimously approved.

B. Oakbourne Road Bridge Replacement Project - Request for Payment No. 4

Mr. Yaw stated that Carroll Engineering evaluated the invoice submitted by Road-Con, Inc. for work completed on the Oakbourne Road Bridge Replacement Project, and has recommended payment in the amount of \$26,785.53, which reflects 2% retainage. Mr. Di Domenico made a motion to approve Payment No. 4 to Road-Con, Inc. in the amount of \$26,785.53. Ms. De Wolf seconded the motion. There was no public comment and the motion was unanimously approved.

VII. New Business

A. Westtown-East Goshen (WEGO) Regional Police Department 2020 Budget - Adoption

Under the terms of the agreement between Westtown and East Goshen, this budget is to be approved by both Boards before the end of the calendar year. The total proposed 2020 budget, Version 4 dated November 7, 2019, is \$8,046,804.23 This is an increase of 4.72% over 2019.

The gross expenses for the two townships are \$7,023,284. Westtown's budget obligation is \$3,125,406 (44.50%) whereas East Goshen's obligation is \$3,897,978 (55.50%). This is an increase of \$55,913.15 for Westtown and \$86,742.92 for East Goshen.

Mr. Di Domenico made a motion to approve the Westtown-East Goshen Regional Police Department 2020 Budget Version 4, dated November 7, 2019, in the amount of \$8,046,804.23. Ms. De Wolf seconded the motion. Ms. De Wolf also noted that the township is in arbitration with WEGO police union on a new contract, so some adjustments may be needed in the future. There was no public comment and the motion was unanimously approved.

B. Westtown Township 2020 Budget - Adoption

Mr. Yaw stated that a summary of the budget can be found on pages 2-4 of the 2020 budget document published on the township website. The budget revenue and expenses for 2020 are approximately \$12,227,000 for the General, Refuse, Liquid Fuels, and Sewer Funds. Thirty-four percent (34%) of the General Fund Budget is for Public Safety, including police, fire, and ambulance services. Mr. Di Domenico made a motion to approve the 2020 Westtown Township budget. Ms. De Wolf seconded the motion. Mr. Yaw opened the floor to questions for Finance Director, JoAnne Grube.

Mr. Di Domenico echoed Ms. De Wolf's earlier comment regarding the on-going police contract arbitration. He asked if the township has set aside additional funds, should the contracted amount be higher than expected. Ms. Grube replied that the township has financial reserves specifically for police matters such as these and that there will be funds available if need be. Mr. Pingar commented that the 2020 Police Budget also included additional funds, should the arbitration result in a higher contracted amount than anticipated.

Mr. Yaw thanked Ms. Grube on her excellent work pulling together the budget packet.

There was no public comment and the motion was unanimously approved.

VIII. Announcements

Mr. Yaw made the following announcements:

- A. Historical Commission Vacancy** - The township is accepting applications for appointment to the Historical Commission. The Historical Commission meets at 6:00 PM on the third Thursday of the month at the Westtown Township Administrative Building. If you would like to get involved, please send your letter of interest and resume to the Township Manager, Rob Pingar.
- B. Toll Brothers/Crebilly Farm II, Board of Supervisors Conditional Use Hearing – 7:00 PM**, Wednesday, December 18, 2019 at Rustin High School.
- C. Planning Commission Vacancy** – The township is also accepting applications for appointment to the Planning Commission (PC) for the seat vacated by Mr. Pomerantz. The PC meets at 7:30 PM on the first and third Wednesday of the month at the Westtown Township Administrative Building. If you would like to get involved, please send your letter of interest and resume to the Township Manager, Rob Pingar.

IX. Public Comment on All Topics

Kevin Flynn (1000 Windy Knoll Road) voiced his support of Jack Embick, whose term on the Planning Commission expires this year, for reappointment. Mr. Yaw stated that appointments would be made by the incoming Board in January.

There was no other public comment.

X. Payment of Bills

Mr. Di Domenico made a motion to approve General Fund bills in the amount of \$390,680.90, Waste Water Fund bills in the amount of \$10,857.54, Capital Projects Fund bills in the amount of \$3,969.00, and the Highway Aid Fund bills in the amount of \$400,000.00 for a total of \$805,507.44. Ms. De Wolf seconded the motion.

Kathy Di Domenico, 1530 Woodland Road, asked about the \$1792 check to American Bituminous. Mr. Pingar explained that was for bags of cold patch used for winter pothole repairs.

There were no other questions or comments, and the check registers were unanimously approved.

XI. Adjournment

Ms. De Wolf made a motion to adjourn the meeting, seconded by Mr. Yaw. The meeting adjourned at 8:24 PM.

Respectfully submitted,

Robert Pingar
Township Manager

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2020-01

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

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

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

BE IT RESOLVED THAT the Westtown Township Board of Supervisors hereby establishes the following Fee Schedule effective January 6, 2020.

I. Building Permit Fees

- A. Residential Building Units - 1 and 2 family residential buildings.**
 - 1. See Attachment A.
 - 2. PA UCC Certificate of Occupancy - \$15.00
- B. Nonresidential Building Units - includes commercial, industrial, institutional, and multi-family dwelling units**
 - 1. See Attachment B.
 - 2. PA UCC Certificate of Occupancy - \$60.00
 - 3. Change in Use - \$60.00
 - 4. Change in tenant - See Attachment B.
- C. Building Code Official (BCO) - See Attachment A.**
- D. Sewer Connections (Tapping Fees)**
 - 1. Gravity connection to West Goshen Treatment Plant - \$3,164.00 tapping fee, plus building permit fee(s).
 - 2. Low pressure connection to West Goshen Treatment Plant - \$3,164.00 tapping fee, \$2,500.00 Township Sewer Engineer review escrow, and building permit fee(s).
 - 3. Gravity connection to Westtown Chester Creek Treatment Plant - \$2,929.76 tapping fee and building permit fee(s).
 - 4. Low pressure connection to Westtown Chester Creek Treatment Plant - \$2,929.76 tapping fee, \$2,500.00 Township Sewer Engineer review escrow,

and building permit fee(s).

- E. Annual Contractors Registration,
 - 1. Per Company - \$30.00
 - 2. Note: For new residential construction projects and all nonresidential construction projects only. This does not apply to home improvement contractors registered with the PA State Attorney General.
- F. Appeals to the West Chester Area Council of Governments Joint Appeals Board
 - 1. Residential - \$500.00
 - 2. Commercial - \$2,500.00
 - 3. Notes:
 - a. PA UCC Continuing Education Fee of \$4.50 is added to all building permits.
 - b. Any person who commences work on a building, structure, electrical, gas, mechanical, plumbing system, or any other item that requires a building permit prior to obtaining the necessary permits shall be subject to the working without a permit fee. The Township in its sole discretion may elect to issue a citation for violation of the applicable building code.

II. Zoning Permit Review Fees

- A. Building Additions - \$50.00
 - Residential additions, modifications and alterations
 - Commercial additions, modifications and alterations
- B. Accessory Structures < 250 square feet with no utilities - \$50.00
 - Accessory structures \geq 250 square feet, or any structure with utilities requires a building permit.
- C. Decks 30 inches and fewer in height - \$50.00
 - Decks > 30 inches from finish grade require a building permit.
- D. Walls \leq 48 inches in height - \$50.00
 - Walls > 48 inches (4 feet) in height require a building permit.
- E. Dumpsters, portable containers, storage trailers, etc.- \$50.00
 - Dumpsters, portable containers, storage trailers, etc. with utilities require both a building and a zoning permit.
- F. Zoning Compliance Letter
 - Residential - \$0.00
 - Commercial - \$150.00

III. Miscellaneous Permit Fees

A. Stormwater Management, Erosion Control, and Grading Permit

- 1. Residential, including all single and multi-family dwellings**
 - a. Cumulative impervious surface < 1,000 sq. ft. - \$40.00**
 - b. Cumulative impervious surface \geq 1,000 sq. ft. but < 2,000 total sq. ft. - \$160.00 (includes 2 inspections).**
 - c. Additional cumulative impervious surface inspection(s) for surface \geq 1,000 sq. ft., but < 2,000 sq. ft. - \$25.00 per ½ hour.**
 - d. Cumulative impervious surface \geq 2,000 square feet - See Attachment F, plus \$2,500.00 Township Engineer review escrow.**
 - e. Cumulative impervious surface inspection(s) \geq 2,000 square feet - See Attachment F, plus \$2,500.00 Township Engineer review escrow.**
 - f. Grading and/or Erosion Control Review - \$160.00.**
 - g. Grading and/or Erosion Control Inspection - \$25.00 per ½ hour.**
 - h. Stormwater Management Appeal - \$500.00.**
- 2. Commercial**
 - a. Stormwater Management Review - See Attachment F plus \$2,500.00 Township Engineer review escrow.**
 - b. Stormwater Management Inspection - See Attachment F.**
 - c. Grading and/or Erosion Control Review - See Attachment F, plus \$2,500.00 Township Engineer review escrow.**
 - d. Grading and/or Erosion Control Inspection - See Attachment F, or \$25.00 per ½ hour.**
 - e. Stormwater Management Appeal - \$2,500.00.**
- 3. Notes:**
 - a. The applicant shall pay the review fees of the professional consultants utilized by the Township during its building permit application review. The applicant shall submit the specified escrow to the Township at the time of the submission of the building permit application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the building permit application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.**

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

B. Highway Occupancy Permit

- 1. See Attachment J.

IV. Resale Use and Occupancy Fees

A. Residential

- 1. Initial inspection - \$82.50
- 2. Re-inspection(s) - \$82.50
- 3. Missed Inspection - \$82.50 per occurrence

B. Commercial

- 1. Initial inspection - See Attachment B
- 2. Re-inspection(s) - See Attachment B
- 3. Missed Inspection - See Attachment B

V. Rental Premises Inspection Fees

- A. Inspection, 1-2 Units - \$60.00 per unit
- B. Inspection, 3-6 Units - \$50.00 per unit
- C. Inspection, 7 or more units - \$45.00 per unit
- D. Unit re-inspections - \$30.00 per unit
- E. Change in Designated Agent - \$50.00

VI. Subdivision and Land Development

- A. Property Line Adjustment or 1 Lot - \$125.00 plus \$2,500.00 escrow
- B. 2 to 3 Lots - \$125.00 plus \$3,500.00 escrow
- C. 4 to 10 Lots - \$640.00 plus \$7,500.00 escrow
- D. 10 or more Lots - \$1,300.00 plus \$15,000.00 escrow
- E. Additional costs for Subdivision, Land Development, and Lot Line and/or Minor Revision reviews shall be as follows:
 - 1. The applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the subdivision or land development application. The applicant shall submit the specified escrow to the Township at the time of the submission of the subdivision or land development application. This money shall be placed in an interest

bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.

2. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests incurred during application review and construction up to improvements acceptance by the Township.
3. The applicants shall pay all Chester County Planning Commission, Health Department, and Conservation District fees; PA Dept. of Environmental Protection and PA Dept. of Transportation review fees, and all recording costs.
4. No final approvals will be granted until all outstanding obligations are satisfied.

VII. Zoning Hearing Board Application

- A. Variance or Special Exception - \$850.00
- B. Appeal of a Zoning Officer Decision - \$850.00
- C. Challenge to the Flexible Development Procedure - \$850.00
- D. Challenge to the Zoning Ordinance/ Map - \$2,500.00
- E. Township Zoning Hearing Board Solicitor - See Attachment E
- F. Notes:
 1. If the monies paid to the Township are insufficient to ensure payment of all costs incurred in the disposition of the application, the Township shall require additional deposits in amounts specified at the time of the request. The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees, and expenses in excess of deposits.
 2. Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision.
 3. No final approvals will be granted until all outstanding obligations are satisfied.

VIII. Conditional Use Application

A. Application - \$2,500.00 plus \$10,000.00 escrow

B. Additional hearing(s) continued on the record - \$550.00 per instance

C. Notes:

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

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

A. Refuse - \$80.00

B. On Lot Septage Management Program Service Fee - \$6.00

C. An additional 5 percent (5%) charge will be added to all late payments

X. Residential Public Wastewater (Sewage) and Refuse Collection, per quarter

- A. Refuse - \$80.00
- B. Single Family Dwelling
 - 1. West Goshen Sewer District - \$205.00
 - 2. Westtown Chester Creek Sewer District - \$205.00
- C. Multiple Occupancy Building (per private living unit)
 - 1. West Goshen Sewer District - \$205.00
 - 2. Westtown Chester Creek Sewer District - \$205.00
- D. An additional 5 percent (5%) charge will be added to all late payments.

XI. Sewer, Refuse, and Real Estate Tax Certification

- A. Per certification - \$15.00
All fees must be paid in full prior to issuance of the Certification.
- B. Duplication of Tax Bills - \$5.00

XII. Returned Checks and ACH Payments

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

XIII. Park Fees

- A. Oakbourne Park Tennis Court
 - 1. Resident - \$20.00 per key
 - 2. Non-resident - \$35.00 per key
- B. Oakbourne Upper Field - \$100.00 per day, per use
- C. Oakbourne & Tyson Park Pavilions
 - 1. Resident - \$50.00 per day
 - 2. Non-Resident - \$75.00 per day
- D. The Board of Supervisors reserves the right to adjust, modify, alter, or waive any Park fees at their discretion.

XIV. Township Facilities

- A. Westtown Township Administration Building meeting room - \$350.00
- B. The Board of Supervisors reserves the right to adjust, modify, alter, or waive the fee for any Township facility at their discretion.

XV. Solicitation (Transient Merchant) License Fees

- A. License
 - 1. One Month - \$35.00
 - 2. One Year - \$250.00
- B. Background Check (required) - \$25.00 per year

XVI. Township Solicitor Fees

- A. Township Solicitor - See Attachment D

XVII. Copying of Township Records

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

- A. Postage - the actual cost of mailing.
- B. Duplication - The fees are based upon the duplication of records maintained and duplicated in black & white on standard 8.5" x 11" paper, 8.5" x 14 paper, or 11" x 17" paper. All larger records, including but not limited to plans, maps, and similar documents are "over-size" records for purposes of the Fee Schedule.
 - 1. Photocopy - \$0.25 per single sided copy
 - 2. Facsimile/Microfiche/Other Media- the Township's cost to duplicate the record original media.
 - 3. Conversion of electronic media only records to paper - if a record is only maintained in electronic media, the fee shall be the lesser of: \$0.25 per page (8.5 x 11") or the Township's cost to duplicate the record.
 - 4. Over-size records - Documents that must be sent out for duplication shall be billed at the Township's cost.
 - 5. Color documents - color documents that must be sent out for duplication shall be billed at the Township's cost.
- C. Certification of a record -\$5.00 per certification.
- D. Use of own copier - A requester may utilize his own copier provided the device is self-powered, i.e., it may not be plugged into a Township power outlet. Any duplication by the requester must be done with a Township employee present.
- E. Direct access to the Township computer system is prohibited.
- F. No original records may be removed from the Township building by a requester.

XVIII. Working Without Required Permits

The penalty for conducting work without securing required permits.

- A. Residential - \$150.00
- B. Commercial - \$250.00

XIX. Effective Date

The fees outlined in this Resolution shall be effective on January 6, 2020.

RESOLVED AND ADOPTED as a Resolution this 6th day of January, 2020.

**WESTTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Chair

Vice Chair

Police Commissioner

ATTEST:

Township Secretary

Attachments – Fee Schedules

- A Westtown Township Residential Building Permit Fee Schedule
- B Westtown Township Nonresidential Building Permit Fee Schedule
- C John D. Snook, Township Planning and Zoning Consultant Fee Schedule
- D Gawthrop Greenwood, PC, Township Solicitor Fee Schedule
- E Ronald Agulnick, Esq., Township Zoning Hearing Board Solicitor Fee Schedule
- F McCormick Taylor, Township Engineer Fee Schedule
- G Carroll Engineering Corporation, Township Sewer Engineer Fee Schedule
- H Cedarville Engineering Group LLC, Township Stormwater Engineer Fee Schedule
- I Albert Federico Consulting LLC, Township Traffic Engineer Fee Schedule

- J Highway Occupancy Permit Fee Calculation Sheet
- K Mingis, Gutowski & Company, LLP, Annual Audit Fee Schedule
- L Buckley, Brion, McGuire & Morris LLP, Planning Commission Solicitor Fee Schedule

Attachment A

Westtown Township

Residential Building Permit Fee Schedule

1. Building Permit Fees

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

2. Additional Permit Fees

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

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

3. Electrical Permit Fees

a. General Inspections

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

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

c. Solar Panels

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

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

d. Service Meter Equipment

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

e. Main and/ or Sub Panels

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

f. Temporary Service \$104.50

g. Swimming Pools

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

h. Hard Wires Appliances/ Units

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

i. Generators, transfer switch and equipment

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

j. Alarm Systems

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

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

m. Additional Services

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

Attachment B

Westtown Township

Nonresidential Building Permit Fee Schedule

1. Building Permit Fees

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

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

2. Additional Permit Fees

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

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

3. Electrical Permit Fees

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

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

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

Attachment C

John D. Snook

Township Planning and Zoning Consultant

John D. Snook
300 Barn Hill Road
West Chester, PA 19382
snookjohnd@gmail.com
610-314-5378

December 6, 2019

Rob Pingar, Manager
JoAnne Grube, Director of Finance
Westtown Township
P.O. Box 79
Westtown, PA 19395

Dear Rob and JoAnne,

I am very happy, with your concurrence, to continue serving as planning consultant to Westtown Township in whatever capacities you see fit or may request. This includes on-going work regarding zoning amendments, plan review and expert testimony. I believe that my long history of service and close familiarity with Westtown Township, your staff, Board and Planning Commission, is a mutual benefit!

Efforts on my behalf to assist you will be billed at the same rate charged in 2019, \$115/hour, and I will add no mileage charges since I am located so nearby. Any unusual material costs such as printing will be passed through with no additional charge. I will coordinate with Township staff in order to minimize such costs. Invoices will come from and may be paid to the above address.

I am happy to inform you that I also am covered by professional liability insurance through the Hartford group.

Thank you very much for the continued opportunity to work with you!

Yours,

A handwritten signature in blue ink that reads "John".

Attachment D

Gawthrop Greenwood PC Township Solicitor Fee Schedule



Gawthrop Greenwood, PC
Attorneys at Law

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



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

October 18, 2019

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

Re: 2020 Fees For Legal Services

Dear Rob:

Please be advised that for 2020, Gawthrop Greenwood has no plans to change the rates or the terms of engagement under which we currently service Westtown Township.

The firm is pleased to have the continuing opportunity to provide legal services in 2020 to the Township at our current rate of \$200 per hour. I highly value our long-standing relationship with the Township officials and staff. I would expect that for purposes of budgeting you would be safe in assuming that our experience in 2020 will be similar to the amount of work we did in 2019.

Very truly yours,


Patrick M. McKenna

Attachment E

Ronald Agulnick, ESQ

Township Zoning Hearing Board Solicitor Fee Schedule



WESTTOWN TOWNSHIP

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

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

December 31, 2019

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

RE: 2020 Zoning Hearing Board Solicitor Fee

Dear Mr. Agulnick:

This will confirm that your fee schedule for the year 2020 will be billed at an hourly rate of Two Hundred Dollars per hour (\$200.00/hr).

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

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

Sincerely,

A handwritten signature in blue ink that reads "Robert R. Pingar". The signature is fluid and cursive.

Robert R. Pingar, P.E.
Township Manager

Attachment F

McCormick Taylor

Township Engineer Fee Schedule



December 2, 2019

Mr. Robert Pingar, P.E.
Township Manager
Westtown Township
1039 Wilmington Pike
Westtown, Pennsylvania 19382

RE: 2020 Fee Schedule

Dear Mr. Pingar:

Thank you for retaining McCormick Taylor to provide consulting municipal and traffic engineering services to Westtown Township in 2019. It has been our pleasure to work with you, the Township staff, Planning Commission and the Board of Supervisors.

Enclosed please find McCormick Taylor's Fee Schedule for 2020. Please note that all rates remain the same as 2019. We look forward to continuing to serve as your consultant in the New Year.

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

Sincerely,

A handwritten signature in blue ink that reads "Sandy Martin". The signature is fluid and cursive.

Sandy Martin, P.E.

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

Enclosure

McCormick Taylor, Inc.
2020 Professional Services Fee Schedule

Classification	Hourly Rate	Personnel
Senior Project Manager II	\$155.00	<ul style="list-style-type: none"> • Sandy Martin, PE, CBSI • Susan Guisinger-Colon, PE • Tiffany McClure Rishel, PE • Andrew Parker, PE, PTOE
Senior Project Manager I	\$145.00	<ul style="list-style-type: none"> • John Bush, PE • Tawnya McCain, CHMM • Chris Nguyen, PE
Project Manager	\$135.00	<ul style="list-style-type: none"> • Audrey Everett, CBSI, NICET IV, ACI • Terry Gallagher, ACI • Tom Canataro, PE
Engineer II	\$125.00	<ul style="list-style-type: none"> • Justin Batchelor, PE
Engineer I	\$110.00	<ul style="list-style-type: none"> • Manasa Kondreddi, EI • Scott Colbert • Don Fein
Engineering Tech Manager	\$115.00	<ul style="list-style-type: none"> • Matthew Lamberti, EI
Engineering Technician III	\$95.00	<ul style="list-style-type: none"> • Cyrus Haghkar • Genevieve Kraidman, EI • Dylan Drumm
Engineering Technician II	\$90.00	<ul style="list-style-type: none"> • Christopher Espersen, EI • Heather Martin • Edward Curran
Engineering Technician I	\$75.00	<ul style="list-style-type: none"> • Thomas Bradley • Claire Zolovich
Support Services		
Professional Land Surveyor	\$140.00	<ul style="list-style-type: none"> • Robert Petralia, PLS
Environmental Project Manager	\$140.00	<ul style="list-style-type: none"> • Marisa Sapiezynski
Environmental Planner	\$120.00	<ul style="list-style-type: none"> • Emily Choudhry, PWS • Katrina Lawrence
Landscape Architect	\$125.00	<ul style="list-style-type: none"> • Sheryl Bernardo
GIS Specialist II	\$125.00	<ul style="list-style-type: none"> • Joseph Knieriem
Administrative	\$65.00	<ul style="list-style-type: none"> • Mishea Bell-Overton
Miscellaneous Charges		
Vehicle mileage will be billed at the standard corporate rate. Other reimbursable expenses will be billed based on actual costs incurred.		
Fee Schedule Period - January 1, 2020 to December 31, 2020 Method of Payment: Billing Rate		

Attachment G

Carroll Engineering Corporation Township Sewer Engineer Fee Schedule



Carroll Engineering Corporation

November 18, 2019

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

Dear Rob:

Subject: 2020 Rates

Carroll Engineering Corporation will start 2020 entering our 47th year in business. We are proud of our history and reputation for providing first class engineering services. We are humbled and grateful for the confidence you've shown in us by allowing us to represent you.

After careful consideration, we have decided to hold our 2020 billing rates at current levels. Like you, most of our clients have been dedicated, long-term business partners and we are pleased to maintain our billing rates while continuing to offer the high quality services you have come to expect.

Our 2020 Rate Schedule and 2020 Standard Consulting Contracting Terms and Conditions for Municipal and Municipal Authority Services are enclosed.

We sincerely appreciate your business and loyalty in consistently reappointing Carroll Engineering Corporation. We look forward to working with Westtown Township in 2020.

Very truly yours,

CARROLL ENGINEERING CORPORATION

William N. Malin, P.E.

WNM:aj

Enclosures

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

Today's Commitment to Tomorrow's Challenges

Corporate Office:
949 Easton Road
Warrington, PA 18976
215.343.5700

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

101 Lindenwood Drive
Suite 225
Malvern, PA 19355
484.875.3075

105 Raider Boulevard
Suite 206
Hillsborough, NJ 08844
908.874.7500

www.carrollengineering.com



Carroll Engineering Corporation

WESTTOWN TOWNSHIP 2019 RATE SCHEDULE

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

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

Today's Commitment to Tomorrow's Challenges

Corporate Office:
949 Easton Road
Warrington, PA 18976
215.343.5700

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

Attachment H

Cedarville Engineering Group LLC

Township Stormwater Management Engineer Fee Schedule



RATE AND SERVICE STRUCTURE

The professional engineering services proposed by CEDARVILLE Engineering Group, LLC (CEG) shall include services required of a Municipal Engineer of Record by statute and ordinance and any other services requested and authorized by the Township during the term of CEG’s appointment and could include planning studies, review of subdivision and site plan proposals, infrastructure and culvert engineering, park and recreation planning and facility design, stormwater management and infrastructure design services, transportation and traffic design studies and engineering, survey, grant consulting, meeting attendance, and other services for the Municipality. CEG recognizes that the Township may request proposals from other engineering and planning firms for specific projects over the term of an appointment.

CEG proposes to provide services required and directed by the Township as follows for the following described sums:

HOURLY RATE SCHEDULE for ALL DISCIPLINES

TITLE

Principal	\$140.00
Project Manager II	\$115.00
Project Manager I	\$105.00
Engineer III	\$115.00
Engineer II	\$95.00
Engineer I	\$83.00
Technical Assistant	\$65.00
Designer II	\$102.00
Designer I	\$88.00
Environmental Scientist/GIS III	\$108.00
Environmental Scientist/GIS II	\$95.00
Environmental Scientist/GIS I	\$83.00
Construction Manager	\$104.00
Construction Inspector II	\$98.00
Construction Inspector I	\$88.00
Professional Surveyor	\$115.00

ANNUAL RATE INCREASES

CEG’s annual rate and retainer fee increase will be 2.75%.

SCHEDULE OF MISCELLANEOUS CHARGES

Photocopies	\$0.25 per copy
Plotter Reproduction	\$2.00 per square foot
Other Reproduction	Square foot rate subject to type of material used
Transportation Expenses	Prevailing IRS Rate
Other Direct Costs	Cost plus 15%

Attachment I

Albert Federico Consulting LLC
Township Traffic Engineer Fee Schedule



ALBERT FEDERICO CONSULTING, LLC

Traffic Engineering and Mobility Solutions

133 Rutgers Avenue
Swarthmore, PA 19081

November 1, 2019

via email only

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

Re: Municipal Traffic Engineering Services
Westtown Township, Chester County

Mr. Pingar:

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

I look forward to continuing to support the Township in the new year. For 2019 Traffic Engineering Consulting services will continue to be provided at the rate of \$130 per hour plus reimbursable expenses.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Federico'.

Albert Federico, P.E., PTOE

Attachment J

Highway Occupancy Permit Fee Calculation Sheet

HIGHWAY OCCUPANCY PERMIT

Permit # _____

FEE CALCULATION SHEET

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

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

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

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

Attachment K

Mingis, Gutowski & Company, LLP

Annual Audit Fee Schedule



MINGIS, GUTOWSKI & COMPANY, LLP

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

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

October 12, 2018

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

Dear Members of the Board of Supervisors:

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

Audit Objective

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

Westtown Township
October 12, 2018
Page 2

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

Audit Procedures – General

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

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

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

Westtown Township
October 12, 2018
Page 3

Audit Procedures – Internal Control

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

Audit Procedures - Compliance

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

Other Services

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

Management Responsibilities

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

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

Westtown Township
October 12, 2018
Page 4

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

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

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

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

Audit Administration, Fees, and Other

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

Westtown Township
October 12, 2018
Page 5

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

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

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

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

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

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

Westtown Township
October 12, 2018
Page 6

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

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

Very truly yours,

Mingis, Gutowski & Company, LLP

RESPONSE:

This letter correctly sets forth the understanding of Westtown Township.

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

By: _____ Date: _____

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

Attachment L

Buckley, Brion, McGuire & Morris LLP
Planning Commission Solicitor Fee Schedule

From: Kristin Camp [<mailto:kcamp@buckleyllp.com>]
Sent: Friday, December 13, 2019 3:47 PM
To: rpingar@westtown.org
Cc: 'JoAnne Grube'; Kristin Camp
Subject: RE: Buckley Brion 2020 Fee Schedule

Rob,

For any matters that the Township Planning Commission would request our Firm's representation, our billing rate for 2020 will be \$200.00 per hour for attorney's time and \$85.00 per hour for paralegal time.

We look forward to working with the Township and Planning Commission in the new year.

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

Kristin



Kristin S. Camp, Esquire
BUCKLEY BRION MCGUIRE & MORRIS LLP

118 W. Market Street, Suite 300
West Chester, PA 19382-2928
D: 484.887.7530 | M: 610.436.4400 Ext.1050
F: 610.436.8305
www.buckleyllp.com

Check Register

Westtown Township

03-Jan-20

From: 17-Dec-19 To: 06-Jan-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 1 GENERAL FUND					
15346	12/17/2019	1044	ASSOCIATED TRUCK PART	\$92.04	O
15347	12/17/2019	406120	Bann Valley Construction	\$9,870.00	O
15348	12/17/2019	222	Brandywine Valley SPCA	\$305.94	O
15349	12/17/2019	1201	Charles A. Higgins & Sons, Inc	\$242.00	O
15350	12/17/2019	6222	Gail Guterl	\$8.20	O
15351	12/17/2019	878	Intercon Truck Equipment	\$429.72	O
15352	12/17/2019	1061	McCormick Taylor	\$8,960.56	O
15353	12/17/2019	15	Office Basics, Inc.	\$512.02	O
15354	12/17/2019	5562	Robert E. Little, Inc.	\$199.96	O
15355	12/17/2019	6074	Robert Pingar	\$167.00	O
15356	12/17/2019	7229	William Ethridge	\$248.08	O
15357	12/17/2019	406124	Ian Vernon Smith	\$125.85	O
15359	12/17/2019	406123	Lindsay Moncavage	\$207.72	O
15360	12/20/2019	6958	Capital One Bank	\$80,885.27	O
15361	12/20/2019	215	Goshen Fire Company	\$90,152.00	O
15362	12/30/2019	1228	Brandywine Catering	\$4,402.50	O
15363	12/30/2019	7178	Buckley Brion	\$4,090.95	O
15364	12/30/2019	1201	Charles A. Higgins & Sons, Inc	\$260.00	O
15365	12/30/2019	58	East Goshen Township	\$620.85	O
15366	12/30/2019	7196	GreatAmerica Financial Svcs	\$217.00	O
15367	12/30/2019	48	H. A. Weigand Inc	\$409.50	O
15368	12/30/2019	406143	Len Beachy	\$180.00	O
15369	12/30/2019	5954	Pamela Coleman	\$61.48	O
15370	12/30/2019	7327	Scott E Yaw	\$46.86	O
15371	12/30/2019	406144	Stacey Automotive	\$4,500.00	O
15372	12/30/2019	860	TrueNet, Inc	\$120.00	O
15373	12/30/2019	7261	Allison Corcoran	\$244.23	O
15374	12/30/2019	7295	Mila Robinson	\$157.25	O
15375	1/2/2020	7	Westtown-East Goshen PD	\$312,540.59	O
Bank Total:				\$520,257.57	
Bank Account: 8 WASTEWATER FUND					
3419	12/17/2019	6468	Carroll Engineering Corp	\$2,403.00	O
3420	12/17/2019	58	East Goshen Township	\$1,179.55	O
3421	12/17/2019	5715	Xylem Dewatering Solutions In	\$37,809.99	O
3422	12/30/2019	6995	Ferguson Enterprises Inc #501	\$41.20	O
3423	12/30/2019	5666	M&B Environmental, Inc.	\$2,601.84	O
3424	12/30/2019	1196	McGovern, Inc.	\$1,664.00	O
3425	12/30/2019	1196	McGovern, Inc.	\$1,625.60	O

Check Register**Westtown Township**

03-Jan-20

From: 17-Dec-19 To: 06-Jan-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
3426	12/30/2019	5442	MGK Industries, Inc.	\$3,965.00	O
3427	12/30/2019	1164	Univar USA, Inc.	\$2,952.08	O
			Bank Total:	\$54,242.26	
Bank Account: 18 CAPITAL PROJECTS FUND					
1196	12/17/2019	7234	Linn Architects	\$1,723.92	O
1197	12/17/2019	406064	R.C. Legnini Company, Inc.	\$87,224.78	O
1198	12/17/2019	406034	Road-Con, Inc.	\$26,785.53	O
			Bank Total:	\$115,734.23	
			Total Of Checks:	\$690,234.06	
