

# **WESTTOWN TOWNSHIP**

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

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

[www.westtownpa.org](http://www.westtownpa.org)

## **AGENDA Westtown Township Board of Supervisors Workshop**

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

**Monday, March 2, 2020**

**Executive Session at 5:00 pm**

**Public Session at 6:30 pm**

- 1. Executive Session**
- 2. Westtown Township Personnel Files Access Policy**
- 3. Oakbourne Mansion Roadside Marker Location**

## **ACCESS TO PERSONNEL FILES POLICY**

The Township endeavors to maintain the privacy of personnel files and their contents.

A personnel file is a Township maintained file that includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files shall not contain any records relating to any medical condition of an employee. Records relating to any medical condition of an employee shall be maintained in a separate file.

A personnel file and its contents are confidential. Access to a personnel file and its contents is restricted excepted as set forth in this policy. A personnel file may only be accessed in a manner consistent with this policy. If access is not explicitly permitted as enumerated below, then access to a personnel file shall be denied.

The Township Manager shall maintain the personnel file for the Township Manager and each employee, and the personnel file shall be maintained in a secured locked cabinet or area. The personnel file and its contents shall not be removed from the Township Building. Electronic personnel records shall be protected from unauthorized access.

Upon written request, any employee may examine the contents of his or her personnel file under the direct supervision of the Township Manager. An employee may obtain a copy of the information or part of the information contained in the employee's personnel file. An employee shall not remove any original document from nor alter any original document contained in his or her personnel file.

Members of the Board of Supervisors and the Township Manager may have access to all personnel files. The Department Head of the department in which the employee works shall have access to the personnel file of only those employees in that department.

There are limited circumstances in which the Township will release information contained in a personnel files to persons outside the Township. These circumstances include:

1. In response to a valid search warrant, subpoena, court order, or order of an authorized administrative agency;
2. To an authorized governmental agency as part of any investigation of the Township's compliance with applicable law;
3. To the Township's agents and attorneys, when necessary;
4. In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and Township are parties;
5. In a workers' compensation proceeding;
6. To administer benefit plans;
7. To an authorized health care provider;
8. To first aid or safety personnel, when necessary; and
9. To a potential future employer or other person requesting a verification of employment.

If the Township receives a search warrant, subpoena, court order, or order of an authorized administrative agency requesting any material or document contained in, or a request permitting access to the personnel file, the Township shall notify its solicitor.

To: Westtown Township Board of Supervisors (BOS)  
From: Westtown Township Historical Commission (WTHC)  
Subject: Roadside marker for Oakbourne Park  
Date: February 21, 2019

WTHC requests that *BOS approve the purchase and installation* of an historical roadside marker to be placed near the entrance to Oakbourne Park. This marker would be the first in a contemplated annual series of markers to be placed highlighting the historic places in the township.

The wording, cost (\$1,750), size, style, and placement proposal are attached. The marker would be manufactured by the same company that makes the Penna. Historical and Museum Commission markers; however the colors would be different so that Westtown markers would be separately identified.

The placement location, at the beginning of the southbound turn lane into the Park, will not create a safety hazard for any motorists wishing to read the sign or turn into the Park. This location is already used by motorists, and delivery truck drivers, to stop their vehicles and safely attend to cell phone calls or paperwork. Nor will the marker be large enough as to obstruct current or future informational signs for the Park.

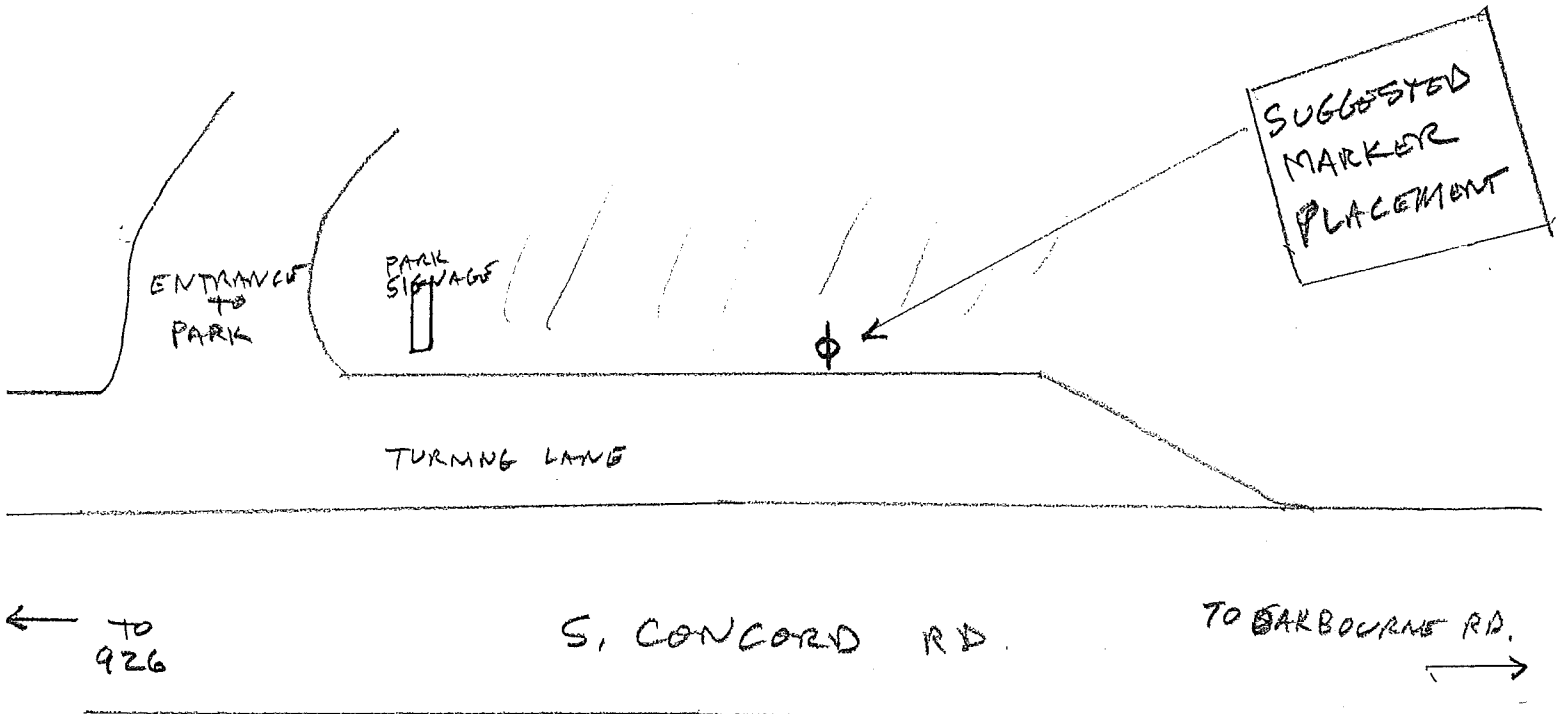
Your questions, comments, etc. will be appreciated.

2/21/19

Shorter version – 90 words

### OAKBOURNE

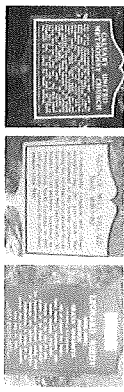
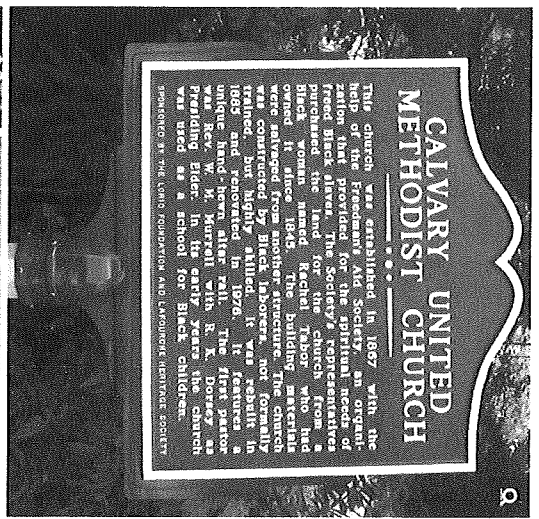
Wealthy Philadelphians, James C. and Heloise Drexel Smith, purchased "Oakbourne" for their summer estate in 1883. The 18 room granite mansion, and iconic water tower, was renovated in the "Queen Anne" style by architect T. Roney Williamson. In 1895, Mrs. Smith, the aunt of Saint Katherine Drexel, willed the estate to the Philadelphia Episcopal City Mission for use as a home for sick and convalescent women. Thousands of women were cared for until the home closed in 1971. Westtown Township acquired the property in 1974 for use as a public park.



Sewer Studies 1/18/2019  
5/8" 24x30 = \$1750  
1" 33x43 = \$2320

FROM SEVAH STUDIOS

STYLE & COLORS



### The Double Arch

\$0.00

The 24" x 30" (H x W) double arch pattern is a simple yet classic design. This pattern is primarily used without an emblem or insignia in the crest of the marker. If an emblem is used, it is recommended to be in a landscape format.

#### Marker Size REQ

24" x 30" (H x W)

#### Plate Color



#### Letter Color



24" x 30" \$1,750 including shipping 5/8" letters, light blue background color with white lettering



# Oakbourne Mansion Roadside Marker Proposed Location with approximate scale

View from S Concord Rd heading south



View from S Concord Rd heading north





Oakbourne Mansion Sign (95WX36HX26D)



Proposed Oakbourne Mansion Marker (24HX30W)

