

WESTTOWN TOWNSHIP

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West Chester, PA 19382
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AGENDA Westtown Township Board of Supervisors Regular Meeting (Virtual via Zoom) Monday, October 5, 2020 - 7:30 PM

- I. Call to Order & Pledge of Allegiance
- II. Approval of Board of Supervisors Meeting Minutes – September 21, 2020
- III. Announce Board of Supervisors Executive Session(s)
- IV. Presentation
 - A. West Chester Public Library Annual Presentation
- V. Departmental Reports
 - A. Public Works Director – Mark Gross
 - B. Historical Commission – Erica Reilly
 - C. Planning Commission – Elaine Adler
 - D. Township Solicitor – Pat McKenna
- VI. Public Comment (Non-Agenda Items)
- VII. Old Business
 - A. Malvern School Escrow Release #1
 - B. Malvern School Sewer Easement
 - C. Consideration of Request by Westtown School to Amend Zoning Ordinance
- VIII. New Business
 - A. Separation Agreement & Release
 - B. Engagement of Roseann McGrath Consulting
 - C. Resolution 2020-10 - 2020 Emergency Operations Plan (EOP)
 - D. Resolution 2020-11 – Green-Light-Go Grant Rt. 3/Rt.352 Intersection Traffic Signal
- IX. Announcements
 - A. Household Hazardous Waste Event – Saturday, Oct. 10, 2020
 - B. Pedals for Progress Bicycle & Sewing Machine Drive – Sunday, Oct. 18, 2020
 - C. Toll Brothers/Crebilly Farm II, Conditional Use Hearing #5 - Thursday, Oct. 22, 2020 at 7:00 pm
 - D. Zoning Hearing Board (ZHB) Alternate Vacancy
- 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
(Virtual meeting via Zoom)

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown
Monday, September 21, 2020 at 7:30 PM

Present virtually were: Chair Dick Pomerantz, Vice Chair Carol De Wolf, Police Commissioner Scott Yaw, Director of Finance Joanne Grube, and Chief of Police Brenda Bernot. Nine guests called in to participate in this virtual meeting.

I. Pledge of Allegiance & Call to Order

This meeting was held remotely due to the Coronavirus pandemic. Mr. Pomerantz called the meeting to order at 7:31 PM, and led the Pledge of Allegiance. Ms. Coleman read the instructions for public participation in the virtual meeting.

II. Approval of Minutes (September 8, 2020)

Ms. De Wolf made a motion to approve the September 8, 2020 Board of Supervisors meeting minutes. Mr. Yaw seconded the motion. There was no public comment, and the motion was unanimously approved.

III. Board of Supervisors Executive Sessions

Mr. Pomerantz stated that the Board held Executive Sessions on September 9, 2020 (personnel), September 14 (litigation), and this evening (police, litigation, and personnel).

IV. Departmental Reports

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

Chief Bernot reported that there were 249 calls for service in Westtown Township in August, which is down from 337 calls in August, 2019. The Chief stated that notable incidents continue reflect the stressors people are under due to the pandemic – road rage, not masking, threatening messages on social media. She stated that they have also seen an increase in theft and vandalism of political signs, and reminded residents that theft and vandalism is a crime that will be enforced by the Department.

Mr. Pomerantz asked the Chief how the Department is handling these stress related calls. Chief Bernot stated that the department spends time talking to all parties involved, and tries to encourage people to be civil and respectful. She stated that officers are well-trained in physical and verbal de-escalation techniques.

There were no other questions or comments.

B. Planning Commission (PC) – Steve Rodia

Mr. Rodia stated that the PC met on September 9, 2020 to discuss a proposed small (20 twin homes) horseshoe development by McGill Homes at 924 S. Concord Road. Sewer, stormwater, and parking are areas of concern. This was a preliminary discussion with McGill Homes to determine the highest and best use for the property. No formal plan has been submitted. Ms. De Wolf asked the PC to pay close attention to stormwater management, especially the offsite impact of the proposed development. Mr. Rodia added that the PC also reviewed proposed changes to the Animal Control Ordinance.

There were no questions or comments from the public.

C. Director of Finance – Joanne Grube

Ms. Grube reported that the pandemic has not had an adverse impact on Township revenues. Real estate tax collections are actually higher this year than last year. Earned Income Tax (EIT) is also higher than last year. Real estate transfer tax is a little lower, but Ms. Grube stated that the Township is anticipating a large commercial sale before the end of the year.

Ms. Grube also provided an update on Rustin Residential, Westtown Reserve, and the Hawthorne projects. All three developers received Notices of Incomplete and Defective Improvements from the Township Solicitor, and the Township is waiting for response. She stated that the Township has received as-built plans for Rustin Residential and they are currently under review. As-built plans for Westtown Reserve are expected by the end of the month. The Township is monitoring completion of punch-list items at the Hawthorne Development.

Lastly, Ms. Grube recognized the efforts of Mila Robinson and Pam Coleman in coordinating the recent Crebilly Conditional Use Hearing and Oakbourne Park Master Plan Community Input virtual meetings.

Mr. Pomerantz asked Ms. Grube why the Township is in a good financial position despite the pandemic. Ms. Grube explained that unlike many surrounding municipalities, Westtown does not have a lot of commercial activity that was more severely hit by the pandemic.

There were no other comments or questions.

V. Public Comment (Non-Agenda Items)

There was none.

VI. Old Business

A. Routes 3 & 352 Signal Improvement Project - Kuharchik Construction Payment Request #2/Final

Mr. Pomerantz stated that Township Engineer, McCormick Taylor, has reviewed payment request #2/Final from Kuharchik Construction, Inc. in the amount of \$37,141.31 and recommends payment. This \$225,000 project was an approved Green Light Go Grant in the amount of \$180,000, with Westtown committed to fund the 20% match of \$45,000 from the Township's budgeted General Funds.

Ms. De Wolf made approve payment request #2/Final from Kuharchik Construction, Inc. in the amount of \$37,141.31. Mr. Yaw seconded the motion. There was no comment, and the motion was unanimously approved.

VII. New Business

A. Interim Zoning Officer Appointment

Mr. Pomerantz explained that §170-2000 of the Township Zoning Ordinance stipulates that there shall be a Zoning Officer, appointed by the Board of Supervisors and meeting the qualifications of the Board, whose duty it shall be, and who is hereby given the authority, to enforce the provisions of the Ordinance.

Ms. De Wolf made a motion appoint Township Planner Mila Robinson as interim Zoning Officer, and John Snook as interim Assistant Zoning Officer. Mr. Yaw seconded the motion. There was no comment, and the motion was unanimously approved.

Tom Foster (734 Westtown Road) asked the employment status of John Snook as Interim Zoning Officer. Mr. Pomerantz stated that he will be a consultant to the Township. Ms. De Wolf elaborated that Mr. Snook would support Ms. Robinson with extensive plan reviews.

B. 2021 Minimum Municipal Obligation (MMO) – Westtown Township Pension Plan

Mr. Pomerantz explained that state law requires that the Board be informed of the Township's expected financial obligation for the coming year. The MMO for 2021 is \$55,798.00. Most, if not all, of this obligation will be provided through state funding.

Ms. De Wolf formally acknowledged that the Board of Supervisors has been notified of Westtown Township's Minimum Municipal Obligation for 2021.

VIII. Announcements

Mr. Pomerantz made the following announcements:

- A. Toll Brothers/Crebilly Farm II, Board of Supervisors Conditional Use Hearing #5 – 7:00 PM** on Thursday, October 22, 2020. This is a virtual public meeting via the Zoom platform.
- B. Zoning Hearing Board (ZHB) Alternate Vacancy** – The ZHB alternate is called upon to participate in and vote on matters that fall under the responsibility of the ZHB when a regular member is unable to do so. You must be a resident of Westtown, cannot hold any other office in the Township, and cannot be related to any current Township employee. Applicants must also be in good standing with all municipal bills. Anyone interested in this appointment should send a cover letter and resume to administration@westtown.org. The term for this appointment will expire on December 31, 2020.
- C. Township E-Waste Collection Event - Sept. 26, 2020** – This event has been cancelled due to the pandemic. The township was unable to meet DEP's extensive requirements for virus mitigation. Residents may drop TV's and other electronics at the Chester County Solid Waste Authority (CCSWA) in Honeybrook. Visit the CCSWA website or the Township website for additional information.
- D. Household Hazardous Waste Event (NO ELECTRONICS)** – Oct. 10, 2020 from 9 AM to 3 PM at the Government Services Center, 601 Westtown Road. This is a no contact, drive through event and pre-registration is required. Visit the Township website or the CCSWA website for event details.

IX. Public Comment on All Topics

Phil Anderson (101 Hidden Pond Way) asked the Board to explain the nearly \$15,000 payment to Campbell Durrant, PC for labor counsel that was on the September 8 check register. Ms. De Wolf stated that it was for a personnel issue. Mr. Anderson stated that the bill was the highest bill on the register and represents over 60 hours of work at \$225/hour, and pressed for additional information. Mr. Pomerantz stated that the Township was not at liberty to discuss the matter further.

There was no additional public comment.

X. Payment of Bills

Ms. De Wolf made a motion to approve General Fund bills in the amount of \$110,714.54, and Enterprise Fund bills in the amount of \$14,880.83, for a grand total of \$125,595.37. Mr. Yaw seconded the motion.

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

XI. Adjournment

Mr. Pomerantz adjourned the meeting at 8:04 PM.



WEST CHESTER PUBLIC LIBRARY
415 North Church Street
West Chester, PA 19380
610-696-1721 www.wcpublib.org



Annual Report—2019

Thank you to our funders

Board of Trustees

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

Every year West Chester Public Library (WCPL) receives allocations from the municipalities the library serves. They are the Borough of West Chester, and the Townships of Birmingham, East Bradford, Pocopson, Thornbury (Chester County), West Goshen, and Westtown. Their vital funding supports the services, programs, and materials the library provides to you, our patrons and customers.

We are especially grateful to East Bradford Township for increasing its allocation to WCPL and to Birmingham Township for budgeting an increase in theirs for 2020.

The state legislature also budgeted an increase in funding (known as state aid to libraries) for 2020, as did our County Commissioners in support of materials purchases for all the libraries in the county. We owe a heartfelt thank you to the township supervisors, state legislators, commissioners and all the people who worked hard on behalf of public libraries in 2019—WCPL's Board members and volunteers included.

Combined with funds from the Commonwealth and Chester County this income makes up half of WCPL's yearly budget. Funds raised by the Board, staff, and dedicated volunteers, along with income from several trusts, make up the remainder of the operating budget. Major fundraising efforts, including the Annual Appeal and the Holiday Home Tour, help round out the financial picture every year for the library, and 2019 was no exception. We exceeded our 2019 Annual Appeal goal by 20%, a testament to the generosity of our many donors and the work of the WCPL Board, staff, and volunteers. You will find information on WCPL's 2019 finances on Page 2 of this report.



Happy artist displays her Crafty Tuesday creation.

Library staff presented 714 programs, an increase of 24% over 2018; total attendance was 9,509, a 1.6% increase over 2018. Children's summer programming proved especially popular: attendance at those programs alone was up more than 50% over the same group of 2018 programs. Other WCPL usage statistics are included at the end of this report.

Special points of interest:

- Two of WCPL's service area municipalities have budgeted increases in their allocations to the library.
- The Children's Department saw an increase of 50% over 2018 in summer program attendance
- WCPL sponsored two Uptown speakers in 2019: author Shannon Hayes and football pundit and author Ray Didinger.

So Much MORE Than Books Campaign Success

WCPL board and staff are very grateful for the outstanding response from our community of donors to our *So Much MORE Than Books* 2019 Annual Appeal. Generous gifts from previous donors made up the bulk of Annual Appeal revenue of \$73,257.93, which was double the Appeal income from 2017 (2018 featured a special campaign, Building Our Future, so is not appropriate for comparison). The average gift more than doubled, from \$121 in 2017 to \$243 in 2019.

The ninth annual Holiday Home Tour (HHT) took place on Saturday, December 7, and featured 10 unique West Chester homes decorated for the

holidays, as well as the Chester County Historical Society and the Antique Ice Tool Museum. Built in the 19th, 20th, and 21st centuries, the homes featured diverse sizes and architectural styles, often blending the character of times past with modern amenities for 21st century living. A holiday tradition for many in the region, the Tour netted more than \$37,000, an increase of 10% over 2019. The success of the Tour depends on the generosity of the participating homeowners and our Tour sponsors, and the donation of time and energy by a large group of volunteers.

WCPL received major gifts from the Knauer Charity Re-

mainder Unitrust and several anonymous donors. WCPL received grants from the Redman Foundation, for new display shelving, tables and chairs, and travel and medical/health books; Vanguard Hometown Grants, for STEM program equipment and teen materials; Downtown Foundation and West Chester Rotary Club, for Early Literacy Station; and Thornbury Preschool LLC, for WCPL's Early Literacy Outreach program.

Educational Improvement Tax Credit (EITC) donors for 2019 included BB&T, DNB First, First Resource Bank, Fulton Bank, and MidPenn Bank-1st Priority Bank.

Children's programs: 2019 Highlights



Piñata action at El Día Del Niño celebration.

The biggest program this year was the library's celebration of El Día Del Niño (Children's Day in Mexico) on April 27, 2019. Library staff with the assistance of Noemi Viveros planned the program and spread the word to our Spanish speaking community.

The day included crafts for children to make and two piñatas filled with toys and candies. Jaiden Ransom, a TAB member and teen volunteer, played the role of Clifford the Big Red Dog. Rita's Water Ice provided a cool treat for families. Through the efforts of staff member Meg Diskin in collecting children's books, along with a donation of 1,000 books from Lisa Libraries, every child

who came went home with a book or two. The program was a huge success, with at least 150 people in attendance.

This year's Summer Reading Program theme was "A Universe of Stories." Along with the Summer Reading Challenge (SRC), 13 of the Chester County Libraries (including West Chester) incorporated a new aspect to the program called "Patch Power." Throughout the summer, children could earn six different patches by completing tasks on an activity card or by attending library programs.

In September, Meg Diskin started presenting Pop-Up Story Times at Marshall Square

Park. The story times were a success; Ms. Diskin continued the program through the end of November. She plans to offer the program in summer 2020.

Community Corner Wednesdays continued throughout the winter and spring. Participants included the WC Studio, Theraplay, and Zia Yoga Studio.

The Delaware Museum of Natural History and the Delaware Nature Society presented programs that tied in with the Longwood Garden's Community Reads selection for children. Miss WCU 2019, Chase Sanders, hosted the annual Princess Tea.

Responses from teens to a survey created by a TAB member as a high school project:

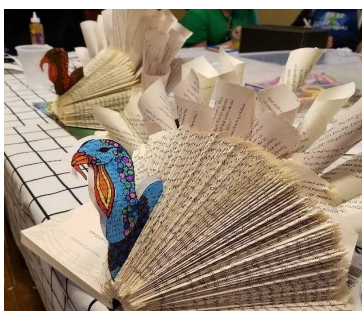
80% of respondents prefer print books over everything else

65% of respondents have "adventure" as their preferred fictional genre

History is the preferred nonfiction genre

70% of respondents decide how to read by a friend's suggestion or online browsing

Space to study and read, and access to new releases are most important to teens



Teens created book-art turkeys from discarded books at a November Teen and Tween Tuesday Tinker Day.

Teens and Tweens in the library

The most popular program for the teens remains Teen and Tween Tuesdays, open to anyone aged 11 to 18. These weekly programs rotated among arts and crafts, popular movies, Tinker Days focused on STE(A)M learning, and interactive game days. The kids liked building with Keva blocks, programming Cubelets and circuit boards, tinkering with stop-motion animation, and making music through playdough with the Makey Makey.

One Teen Tuesday over the summer featured a picnic potluck, where the kids brought snacks and drinks, and played some yard games in the courtyard.

The Teen Advisory Board (TAB) was active throughout 2019, even meeting over the summer for the first time. One member created a survey to share with friends and students who read Young Adult books and use the library to see what resources were in demand. TAB created a Spanish Reading Program to offer story times for kids in the Spanish-speaking community. The Teen Reading Spotlight ran almost every month, with a teen from TAB highlighting three favorite books from a genre to encourage other teens to share their current reads. TAB helped spread the word about the Kindred House Toy Drive that

WCPL was involved in for Holiday giving. In December some teens volunteered at a donation-sorting event during which the donations were put into age-appropriate categories, followed by a holiday party with hot cocoa and festive music.

Finally, in October staff and TAB members hosted an Alien Raid Scavenger hunt followed by a Halloween party. For this fun after-hours event, teens had to follow clues to find tiny aliens hiding in the library. The Halloween party afterwards had spooky treats, glow face painting, and glow bowling.

Outreach in our community

WCPL co-hosted West Goshen Township's June 23, 2019, Children's Concert at West Goshen Community Park. The concert, given by WCU professor Doug Morris's group, Street Corner Trio, celebrated Pete Seeger's 100th birthday.

WCPL sponsored two Uptown! speakers in 2019: author Shannon Hayes and football pundit and author Ray Didingar. The

sponsorships gave the library wider exposure in the community through Uptown!'s program and sponsor listings in-house and online.

The library events calendar is now included on a new multi-calendar listing service called Burbio. A free service, Burbio allows people to view events from multiple community/government/school calendars

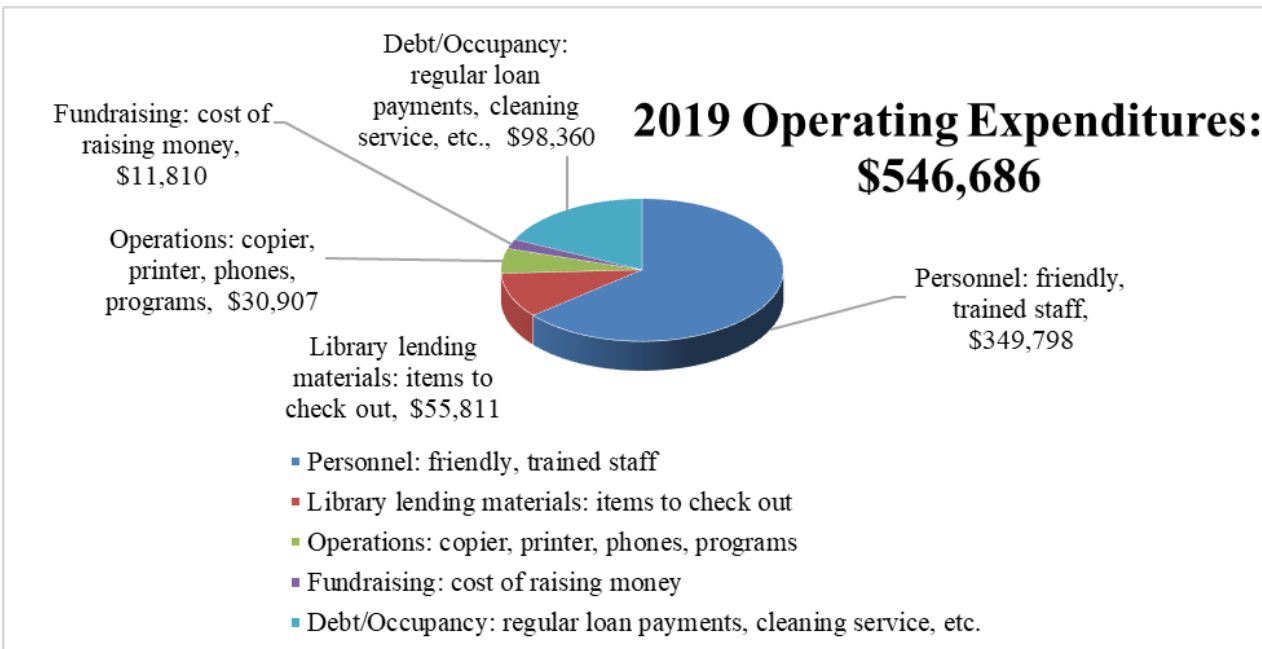
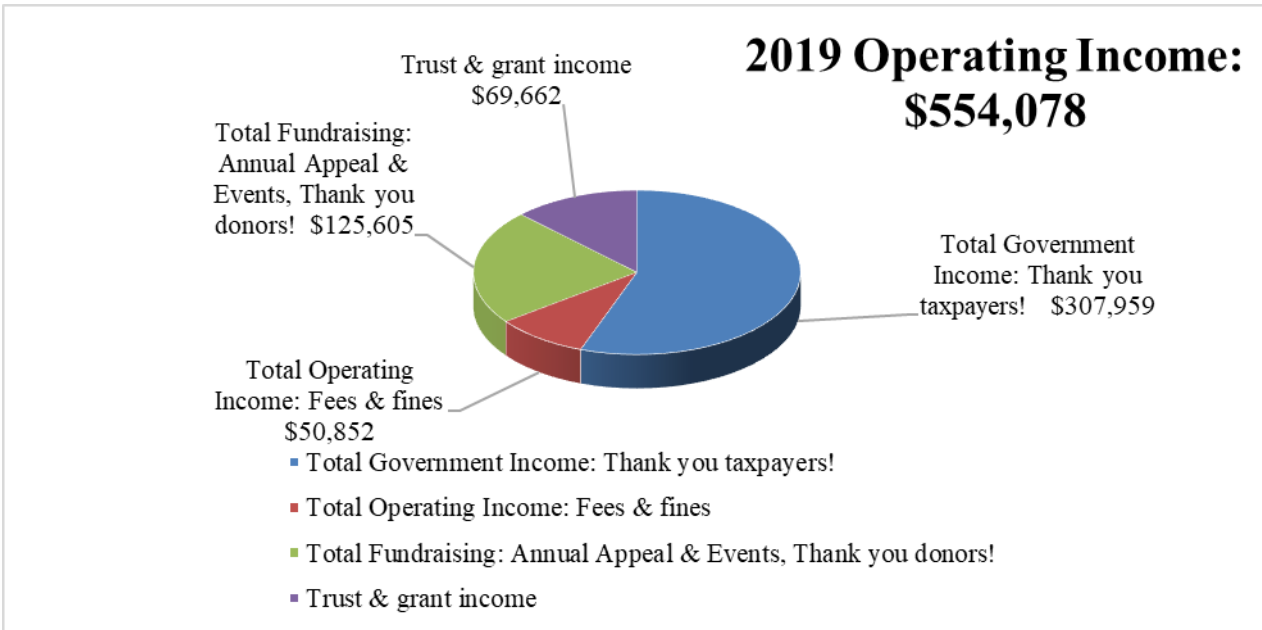
in their area via an app. Those using the app can see our events listings without having to make an extra visit to our website or events calendar.

Library staff also participated in various events, community days, and school information evenings throughout the year.



Financials

Our financials are 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 2019 Balances in Special Funds:

- \$111,757 Board Directed – These funds may be expended to cover special projects as voted on by the Board. A portion is set aside for author events.
- \$11,329 Capital Projects – These funds are earmarked for special capital projects.
- \$7678 PA Educational Improvement Tax Credit (EITC) funds to be expended for Summer Reading programs and materials for children K-3. (Report filed with PA Department of Community & Economic Development.)
- \$15,752 Early Literacy Outreach funds for story time program to West Chester area pre-schools and daycare centers serving at-risk and under-served families.

Thank you for your generous and unstinting support

Children answer the question: “Why do you like to come to the library?”

- “The book slecshin (sic) is good.”
- “I love reading and the summer reading program.”
- “It’s fun!”
- “It’s an inviting and calm space.”



Building a Keva Plank tower at a Teen/Tween Tinker Tuesday.

\$5,000 -

Anonymous Friend
Communications Test Design, Inc.
James Jordan
Knauer Charitable Unitrust, UAD
Vanguard Group Foundation

\$2500—\$4,999

Anonymous Friends
BB&T
Chubb Bermuda Insurance LTD
First Cornerstone Foundation
MacElree Harvey, Ltd

\$1,000 – \$2,499

Anonymous Friends
Glenn Ammons
Mark and Betsy Beaugard
Timothy Vance Blair
Mary and Stuart Brooks
Mr. and Mrs. David Bunn
Francis and Judith Curtin
Alexandra C. Dow
Christine Faccioli
Fedor Fabrication, Inc
First Priority Bank, a division of
Mid Penn Bank

Fulton Bank
Chad Goodwin
Michael J. Hazley, Inc.
Helga Knox
Christopher and Celia Lang
Lance and Caroline J. Nelson
Pennsy Corporation
M Sarkari
Paul and Jacqueline Spada
Elizabeth Strode
Mr. and Mrs. John P. Voge
Helen Fegely Wessling
Woman's Exchange

\$500 - \$999

Cerner
Mike Ciunci West Chester Real Estate
Carla and Andrew DiProspero
Bob and Jean Gross
Gail A. Hoffman
Rachel Kagan and Michael Galey

Metzker Family
New Century Club of West Chester
Pepper Hamilton LLP
Amelia Rayburn-Pizzica
Carolyn Siefring
Thornbury Preschool, LLC
O'Neill Family Charitable Trust

\$250 - \$499

Anonymous Friend
Arbour Square At West Chester
Arthur Hall Insurance
Melanie and Daniel Baer
Barn Hoops Foundation
Martha and Darryl Biery
Boeing
Austin J. Bowles
Brandywine Coach Works
Brandywine Valley Heating & Air Conditioning
Norman Crandell and Deborah J. Enea

Gail Marie Fellows
Rodney S. Gruin
The Hankin Group
Jeffrey C. Beitel, Architecture
David and Sallie Jones
Carolyn Kiefer
Scott J. Kirkland
Brian and Eve Kramp
Dawn L'heureux
Roger and Joyce Lacy
Seamus and Amy Lavin
Richard K. and Julie C. May
O'Rourke & Sons, Inc.
Pine Street Carpenters
Barbara Plevelich
Brenna Quinn & Sean O'Hara
RC Taylor Group

Mark and LuAnn Reisler
Frank and Jane Resides
S Bar 10, Inc
Cynthia H. Sarnoski
A. Roy Smith
Jean Speiser
Robert and Nina Stratton

Howard and Theresa Sundwall
Team Toyota of Glen Mills
Dr. Robert J. Wicks
Wiley's Car Care
William Lyster May Foundation
Carlos Yuste and Martha Kirby

\$100 - \$249

Anonymous Friend
Deborah Aleardi
Dorthe Andersen
J. Grant and Lisa Ferguson Andes
Barbara A. Artz
Heather Aubert
Tom and Ann Bare
Elizabeth Biebel-Stanley
Marilyn I. Branton
Mary Burchett
Susan R. Buzin
Morgan E Clancy
John A. Colgan, III
Patrick and Kathryn Comerford
Thomas and Carolyn Comitta
Billie Curd
Jean Marie Dalton
Doris W. and Reese P. Davis
Linda J. Davis
Mark and Loretta Decker
Kevin and Carolyn Delaney
Michael and Jacqueline Dewey
Dan and Meg Diskin
Michael and Carol Dolphin
Mary Jo Edelman
Eileen and John Hazard
James and Louise Elkins, Jr.
Barbara Ely
Elizabeth Evans
Emily Farrell
Megan Fitzpatrick
Francis Hall Insurance Services
Dale & Susan Frens
Thomas G. Gavin
Marie R. Gleason
Sue Gold
Linda S. and Michael P. Graham
Robert Graham and Sandra Kwisz



Betty and Duane Green	Jean R.S. Olmsted	Rachael Coursey	Janet Anne Weihbrecht
Nancy Halladay	Marianne O'Shaughnessy	Kathy D'Onofrio	\$50—\$74
Susan M. Harris	Martina and Bruce Ossman	Karen Daley	Anonymous Friend
Stephen Healy	Alan B. Palmer	Ann DeHaven	Ann and Joseph Armstrong
Michael L. Henry	Dawn D. Pannebaker	Eleanor Diener	Ted Baldwin
Joan Herald	David and Connie Patten	Jennifer Dilks	Dr. and Mrs. Lawrence Bernberg
Linda Hickman	Richard B. Perrin	Nicole Gallo	Barbara Beyer
Nancy M. Hoffman	Martha J. Peta	Dara L. Gans-Marshall	Janet and Richard Boyd
Kathy Holden	Donald and Marilyn Potter	Regine S. Glarner	Bretz Family
Doris A. Johnston	Clare Quinn	Bridget A. Glatfelter	Vincent Buckwash
Kenneth and Elyse Seidner Joseph	Amanda and Steve Raihall	Robert P. Goss	Beth Ann Call
Junior New Century Club of WC	Cynthia Ray	Joseph L. Hildenbrand	Vivian S. Carlow
Barbara S. Kenny	Janet Reynolds	Lynn Janssen	Jean and Charles Cheeseman
Virginia O. Kettenring	Peter Rittenhouse	Michelle Judge	Susan and Joseph W Curtin
Christine P. Kinkead	Margaret and Thomas Rivello	Samantha Kish	Larry and Liz D'Angelo
Bruce and Mary Knapp	Maria and Eric Rufe	Amy Lateef	Leigh S. and William J. Dawson III
Debra Kohl	Bonnie and Ted Saddic	Michael J. Lee	Roger and Jane Deacon
Amy and Joseph Kormann	Charles and Jane Saddoris	Lori LePard	Anna Mary DeVescovo
Brian and Stephanie Krug	State Farm Companies Foundation	Barbara B. Lynch	Raymond and Cheryl Ditz
Anne Marie and Tom LaCorte	Allan H. Steenhusen	Barbara Marchese	Susan Dobinson
Louise Lampe	Cynthia Stell	Carla Martin	Melanie M. Dougherty
Vivian Lasko	Benjamin and Patrice Steverman	Theresa A. McConnell	Jane and Frank Dulin
Gordon A. Leidy	Gail Stewart	Katharine Miluski	Kathy Einthoven
Robert LoBue	Amy Sullivan	Keith W. Moore	Gwen Engler
Calvin and Florence Lu	Susan H. Sullivan	Joanne A. Morris	Denyse and Daniel Faust
Eric v.d. Luft	Jennifer Troutman	Barbara Morse	Judith Fitzpatrick
Fredda Maddox	Craig Van Tine	Elizabeth Nanis	David A. Flaherty
Elaine Manno	Michael J. Walker	Catherine M. Norris	Nicholas and Marian Fuller
Bill Manzi	Collette Walsh	Nancy E. Pitt	Mary Ellen Gannaway
Kate Marcus	James and Marie Wambold	Sarah Pressman	Linda Glaum
Margaret L. Marvin	Joy Wawrzyniak	Kerie Renihan	John and Nancy Green
Mary Kay and Bob McCann	Richard and Carla Westerman	Kim M. Risbon	Veronica Grinnan
Linda J. McCormick	Mary Whooley	Eric Schmitt	Michael Hansbury
Tom and Connie McEvoy	Gerard and Margaret Williams	Edward and Karen Skros	Deborah G. Hess
Nathaniel Smith and Lynette McGrath	Cathy Wilson	Melinda L. Smith	Louise W. Highberger
John and Karen McKenna	Marsha Wirtel	Rosemarie Stanley	James D. and Victoria E. Hipp- Dow
John and Susan Meighan	\$75- \$99	Melody L. Stauffer	Bradford and Sheri Houpt
Mary M. Meszaros	Lisa G. Bice	Lora Stewart	Joseph and Susan Karas
Melissa Mitch	Richard Brandow	Susan and Bart Sutton	Suzanne Kent
Mark P. and Susan Mixner	Mary M. Burke	William and Kathleen Talley	Gary and Kitty Knox
Mark Morun	Patrick Buzzerd	Jillian Termine	Gail M Kussay
Gregory and Theresa Neiderer	Channon Family	Anna Thomas	Diane C. LeBold
Richard C. Nelson, DDS	Dina Ciccarone	Sandra J. Thompson	Laurie K. Lewis and Charles McElwee
Patricia M. Newland	Roxanne Clark	Mira Tryon	Barbara T. Lidle
Mary Kay O'Rourke	Priscilla and John Clouser	Kimberly Tunnell	Linda Y. Lorgus
Susan and Steven Oglesby	Joanne K. Conte	Sue Villari.ni	
	Carmela A. Couderc	William D. Wallis	



Edward Lotkowski
 Donel R. Manke
 Erin McElwee
 Ida and Thomas McIntyre
 Mr. and Mrs. Victor E. Mello
 Larue N. Morgan
 Rita R. Moss
 Carol L. and Edward L. Olsavicky
 Edwin and Mary Onimus
 Glenn and Rohna Paskow
 Paul V. and Nancy K. Plourde
 Catherine M. Prudhoe
 Elizabeth and Donald Prutzman
 Martha Rappaport
 Carolyn Rayburn
 Marc and Jennifer Roberts
 Kathleen Q. and Donald L. Rodgers
 Emily Rogers
 Sue Casso Rogers and Bob Rogers
 Mary Jane Rubino
 Richard P. and Barbara W. Ruf
 Linda and Stephen Sander
 Gregory and Beth Saylor
 Virginia M. Scheffey
 Leo and Florence Schick
 Mary Jane Schultz
 Shelly D. Shultis
 Harlan and Kris Slack
 John and Maureen Snook
 Patricia A. Starin
 Thomas and Vicki Sutton
 William R. and Faith T. Sylvester
 Sylvia C. Tarzanin
 Michelle I. Taylor
 Virginia G. Turner
 Maria I. Turse
 W. Rex and Kathryn Van Winkle
 Victor G. Vely
 Nancy M. and Steve Videon
 Wegmans
 Deborah B. Wiechec
 S. Jerome Williams
 William D. Winters Jr
 Mary E. Wynne
 Maryanne Zampitella

Eugene Zegar
 Nora Ziegler
\$1—49
 Anonymous Friends
 Robert and Marie Adolph
 Betsy and Randy Altland
 Karen and Ed Bailey
 Pauline M. Bannan
 Ed Bardzik
 William F. Bernhardt
 Megan M Bertinetti
 Patricia L Bicking
 Christine Bland
 Jim and Karen Bradley
 Trish Ann Canterino
 Thomas A. Capista
 Nicholas Carrozzino
 David A. Cohen
 Diane G. Colburn
 Susan F. Conforti
 Leticia Cox
 Andrew and Irene Crichton
 Rosemarie Cuff
 Darlene F. Czarnecki
 William Dannenberg
 Bruce and Roberta Davis
 Mahendra and Gloria Desai
 Brenda DeSantis
 Frank and Jill Desiderio
 Rita S. DeSimone
 M. E. Dodwell
 Jessica Intintoli and Steve Donahue
 Sandra L. Dowling
 Janice L Dries
 Ellen Endslow
 Carolyn S. Fagan
 Susan Farrell
 Tracy Fauntleroy
 Kevin D. Finan
 Julie A. Finegan
 Wynne Fischer
 Carol v Flaig
 Terry Flanagan
 Patricia Foell and Marc Altman
 Marybeth Fowler

Mary and Andrew Gadaletto
 Robert and Melissa Gallop
 Kathleen Ganley
 Cecily Getz
 Giant Food Stores
 Elizabeth E. Gincley
 Maryetta Glancey
 Dionne Greim
 Laurie Griffith
 Frederick T. Gusz, Jr.
 Angela Hanley
 Susan Hanway
 Jacqueline Harker
 Patricia Harris
 Erinn Hazley
 Wilhelm Heeb
 Marni Honigman
 Mariann Houpt
 Jing Jia
 Linda I Johnson
 Lynn M. Kauffmann
 Tricia Kee
 Jennifer A. Keenan
 Kelly L Kenney
 Jean and John Kerrigan
 Barbara C. Knickerbocker
 Maureen K LaBricciosa
 William B. Lalicker
 Rachel Langan
 Regina F. Leary
 Veronica Ann Liberi
 Guy C. Lisowski
 Becky Lister
 Bruce and Susan Longenecker
 Philip and Beverly Longo
 Melanie Lower
 Tom and Kendra Macko
 Margaret Manning
 Michelle F. Mascena
 William and Suzanne McCahan
 Elizabeth A. McCarter
 Linda M. McDonald
 Patricia A. Messner
 Lewis and Irene Morgan
 Alison Rae Morin

Katharine Navarre
 Tina Marie O'Toole
 Gwynne Ormsby
 Alison Oshop
 Dick and Cathy Palmquist
 Insoon Park
 Marie Paxson
 Dr. Robert Poole
 Thomas and Mame Purce
 Catherine Quillman
 Jacquelyn E Rhoads
 Robert W. Ricci
 Kathleen Rife
 Kathleen Rossetti
 Stephen A. Shalet
 Lester Silberman
 Sayde R. Soltysiak
 Brenda Spuckti
 Katharine Stambolian
 Karen L. Stein
 Verna Sweeney
 Edith M. Templeton
 Robin Marie Thurm
 Maggie Tucker
 Vanguard Matching Gift Program
 Lydia Vergara
 Wendy Wark
 Mary F. Weaver
 Mary Jo Whoriskey
 Sue Zebrowski



What your gift provides, for example:

- \$25—one print book
- \$50—one e-book
- \$75— one e-audiobook
- \$100—materials for four Tinker Days
- \$500— STEM equipment for learning coding
- \$1,000— Materials and staff time for 5-week story time session for ages 0-5 years



In-Kind Donors—Thank you!

Appalachian Brewing Co.	Market Street Grill
Mary Brooks	Mitch’s Gym
Bryn Mawr Running Store	Old Soul Decor
Couch Tomato	Perch Bakery Café
Edie’s Sweet & Savory Pastries	Poke Bros
Jaco Taco	Rams Head Bar & Grill
Jane Chalfant	Rita’s Water Ice
Rachel Kagan	Tolsdorf Oil Lube Express
Liquid Eatery	Yori’s Bakery
LuLu’s Casita	

2020-2023 Strategic Plan

The WCPL Board and staff worked throughout 2019 to craft a new strategic plan for the library. Working in committees, Board members and staff focused on four topics for the new plan as detailed below. Together, committee members also wrote a new mission statement for the library which you will find on the back page of this report.

Community Engagement

Objectives:

- Expand community partnerships
- Engage diverse segments of the community

Customer Value & Experience

Objectives:

- Provide customer value by offering exceptional library services to the public
- Continue to provide and expand programming
- Provide access to state-of-the-art technologies
- Provide a comfortable, well-maintained, and welcoming library environment

Knowledge & Inspiration

Objectives:

- Continue to acquire and curate library materials
- Commit to building digital literacy skills for library users and staff
- Continue to support and/or develop programs that offer cultural and educational content

Capacity Building

Objectives:

- Maintain a financially sustainable business model
- Engage in continual development of human capacity including board leadership, paid and volunteer staff, and overall governance of the library
- Increase public awareness of the library’s services

Greater Variety of Programs in 2019

For 2019, staff focused on bringing a wider variety of programs to the library. Programs focused on health matters are the most popular, with informational seminars on Medicare a close second. This year, the library offered one-on-one assistance with employment concerns. Resume help offered by a staff member helped several people hone their resumes, and a PACareerLink representative was in the library once a month to offer assistance to veterans looking for employment counseling.

Staff increased the number of programs for adults from 82 in 2018 to 91 in 2019. A sampling of the adult programs offered in 2019:

- Local author book-signings by Erin Clemens, Pat Jeanne Davis, Mercy Mize, and Nancy Hicks
- “Spring Into the Season: Plant-based Cooking” with Shelley Hughes
- “Beginning Yoga” and “Introduction to Meditation” workshops with teachers from the Isha Foundation
- “Keeping Your Balance: Maintaining Balance & Preventing Falls,” assessment offered by Kyoko Yamada
- “The Role of Seeds in Society and Culture,” program tie-in with 2019 Longwood Gardens Community Read
- “Making Sense of Medicare,” workshop with Ellen Good, MSW
- “Journey to Senior Living,” workshop with Michael Mendel

WCPL 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.

Thank you to our enthusiastic and loyal volunteers!

WCPL volunteers, who range in age from 14 to 90, gave 1,288 (.7 FTE - Full-Time staff equivalent) 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. They are joined by many who volunteer to fulfill high school graduation projects, college course requirements, and community service requirements.

Nick Christofides took over the Kids’ Chess Club on Saturday mornings. He, along with several helpers, has been busy coaching new and long-time members of the club. The club is open to any child ages 6 to 12.

Members of St. Paul’s Baptist Church, Calvary Lutheran Church, and employees of West Chester business Portescap each gave a day of volunteer work. Finally, we are grateful to the many volunteers who help with our events, such as Holiday Home Tour and Literacy Links Family Fun Round.

Our regular volunteers:

Nick Christofides	James Hipp	Vincent Lam
Jean Marie Dalton	Althea Hutchinson	Jaiden Ransom
Teddy Diskin	James Kennedy	Elizabeth Roberts
Alexandra Dow	George Kent	Mary Ann Ulmann



Volunteers from Portescap bringing order to our shelves



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.wcpublib.org



Find us on :



Printed for WCPL by Chester County Library System.

West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.

Staff

- Victoria E. Dow, Director
- Hannah Plattner, Assistant Director/Adult Services Librarian
- Clara Kelly, Youth Services Librarian
- Clare Quinn, Development Manager
- Sarah Bess
- Amy Billingsley
- Meg Diskin, Early Literacy Outreach
- Erica Howard
- Annie Laverty
- John Low, ILL Assistant
- Enya Lucas
- Treana Marvel, Early Literacy Program Coord.
- Wendy McSwain, (Event Consultant)
- Elizabeth Metzker, ILL Assistant
- Shannon Montgomery, Teen Program Coord.
- Kim Schneider
- Eric Scotolati
- Deborah Wood
- Mary Louise Woodcock

Selected statistics

<u>Programs and Attendance</u>	
Total number of programs	743
Total attendance at programs	11,431
Door Count	90,373
<u>Volunteer Hours</u>	
Regular Volunteer & Community Service Hours	1,288
Volunteer FTE	.7
<u>Borrowing</u>	
Adult & Teen books, DVDs, magazines	53,419
Children's books, DVDs, magazine	74,801
Downloadable ebooks	30,772
Grand Total	158,992

**WESTTOWN TOWNSHIP
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT FOR SEPTEMBER 2020**

ROADS

- ◆ Annual road and intersection line painting was completed.
- ◆ The 2020 Road Maintenance Program was completed with all goals achieved.
- ◆ A groundwater capture inlet and related perforated piping was installed along Charles Road to prevent severe icing conditions in freezing weather.
- ◆ Four stormwater inlets were repaired at Overhill/Woodland and General Howe/Kimberly.
- ◆ Sinkholes were excavated, filled, compacted, and asphalted across a stormwater pipe and the perimeter of three stormwater inlets on Avonlea Circle.
- ◆ Removed a downed tree blocking Springline Drive.
- ◆ Filled potholes throughout the township, as necessary.
- ◆ Straightened and replaced faded and damaged street signs.

BUILDINGS, PARKS, AND OPEN SPACE

- ◆ Administration and Public Works landscape beds were weeded and pruned.
- ◆ Replaced a cracked and leaking drainpipe coupler in the Administration Building.
- ◆ All perimeter door locks and common area locks were rekeyed at the request of the BOS.
- ◆ The Administration building alarm systems were serviced.
- ◆ The Administration Building and Public Works alarm codes were reprogramed.
- ◆ Performed weekly cuttings of lawns at all locations.
- ◆ Checked operation and fluid levels on all standby generators.

OAKBOURNE PARK AND MANSION HOUSE

1. Cut and removed large White Oak tree that had fallen across the gravel walking trail.
2. Filled potholes along the Cope Tract driveway.
3. Phase II of the Oakbourne Exterior Restoration has commenced.

PARKS AND OPEN SPACE

1. Perimeter of the Huey ruins cleared of overgrown vegetation in preparation for additional stabilization work and archaeological excavation.
2. Cattails in Tyson Park bio-swale were fog sprayed by landscaper for invasive control.
3. Inspected all playground structures for safety hazards.
4. Inspected stormwater retention basins for proper operation.

WASTEWATER

- ◆ All systems working with no mechanical or operational issues requiring repair or adjustment.

EQUIPMENT MAINTENANCE AND REPAIR

- ◆ 67-11 – Warranty repair of a diesel engine controller. Experienced operational issue again requiring road service. Back in repair shop for another attempt.
- ◆ 67-23, 67-24 – Steering dampeners were replaced due to a factory recall, causing the erratic shaking of the truck.
- ◆ The office car had a warranty repair performed on a door hinge, and the car was washed and detailed at the PW garage.

FUTURE PROJECTS

- ◆ Oversight of Oakbourne Exterior Restoration work.
- ◆ Prepare Public Works budget
- ◆ Oversight of Aqua water main project in Pleasant Grove
- ◆ Fall open space field mowing.

MARK GROSS
DIRECTOR OF PUBLIC WORKS



September 29, 2020

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

RE: Malvern School – Escrow Release No. 1
Period: June 13, 2019 to September 21, 2020
MT No. 5675.38

Dear Mrs. Grube:

I have evaluated the Sept 22, 2020 escrow release request from Joe Scandone of the Malvern School Real Estate, L.P. (see attached correspondence) for public improvements completed in connection with the Malvern School project. Representatives of McCormick Taylor have confirmed that the construction items identified on the attached escrow spreadsheet were installed in accordance with the approved land development plans and are therefore eligible for release, minus 10% retainage.

This release and the remaining escrow account balances are summarized as follows:

Total Work Completed and Confirmed in Release No. 1	\$ 428,085.50
Township Inspection Work in Release No.1	\$ 21,464.28
Contingency in Release No.1	\$ 42,808.55
Less Retainage	\$ -42,808.55
Total Release No. 1	\$ 449,549.78
Remaining Construction Contingency (10%)	\$ 120.00
Remaining Construction Escrow After Release No. 1	\$ 1,200.00
Remaining Inspection Escrow After Release No. 1	\$ 0.00
Remaining Retainage After Release No. 1 (10%)	\$ 42,808.55
Escrow Account Balance After Release No. 1	\$ 44,128.55

Accordingly, it is my recommendation that the amount of **\$449,549.78** be released to the applicant. Please contact me directly should you have any questions.

Regards,

Susan Guisinger-Colon, P.E., LEED AP
Assistant Director, Transportation Engineering

Attachments

cc: Joe Scandone, Malvern School



PUBLIC IMPROVEMENTS COST ESTIMATE

Based on Subdivision/Land Development Plan of The Malvern School, sheets 1 to 10, dated November 14, 2018, Last revised January 28, 2019.
 Plans prepared by Edward B. Walsh & Associates

ESCROW REQUEST #1; 9/21/2020

ITEM NO.	ITEM	QUANTITY	UNITS	UNIT COST	ITEM COST	SUBTOTAL	QUANTITY REQUESTED	QUANTITY APPROVED	AMOUNT APPROVED	AMOUNT APPROVED TO DATE	BALANCE TO FINISH
Sediment & Erosion Controls											
	18" Silt Fence	1.00	LS	\$7,500.00	\$7,500.00		1.00	1.00	\$7,500.00	\$7,500.00	\$0.00
	Compost Filter Sock 24"	1.00	LS	\$1,400.00	\$1,400.00		1.00	1.00	\$1,400.00	\$1,400.00	\$0.00
	Erosion Control Blanket	1.00	LS	\$3,500.00	\$3,500.00		1.00	1.00	\$3,500.00	\$3,500.00	\$0.00
	Hydroseeding of disturbed areas	1.00	LS	\$5,600.00	\$5,600.00		1.00	1.00	\$5,600.00	\$5,600.00	\$0.00
						\$18,000.00					
Demolition											
	Tree removal	1.00	LS	\$12,000.00	\$12,000.00		1.00	1.00	\$12,000.00	\$12,000.00	\$0.00
						\$12,000.00					
Storm Sewer System & Earthwork											
	18" Fully Perforated HDPE pipe	640.00	LF	\$19.50	\$12,480.00		640.00	640.00	\$12,480.00	\$12,480.00	\$0.00
	15" Solid HDPE pipe	240.00	LF	\$8.50	\$2,040.00		240.00	240.00	\$2,040.00	\$2,040.00	\$0.00
	12" Solid HDPE pipe	60.00	LF	\$6.00	\$360.00		60.00	60.00	\$360.00	\$360.00	\$0.00
	Drain Basin	2.00	EA	\$1,022.50	\$2,045.00		2.00	2.00	\$2,045.00	\$2,045.00	\$0.00
	Inlets # 10, 12	2.00	EA	\$1,425.00	\$2,850.00		2.00	2.00	\$2,850.00	\$2,850.00	\$0.00
	Inlets #4	1.00	EA	\$2,645.00	\$2,645.00		1.00	1.00	\$2,645.00	\$2,645.00	\$0.00
	Inlet #5	1.00	EA	\$1,775.00	\$1,775.00		1.00	1.00	\$1,775.00	\$1,775.00	\$0.00
	Inlet #9	1.00	EA	\$2,205.00	\$2,205.00		1.00	1.00	\$2,205.00	\$2,205.00	\$0.00
	Inlet #15, Inlet D	2.00	EA	\$1,705.00	\$3,410.00		2.00	2.00	\$3,410.00	\$3,410.00	\$0.00
	Inlet #14	1.00	EA	\$2,150.00	\$2,150.00		1.00	1.00	\$2,150.00	\$2,150.00	\$0.00
	Manhole #B	1.00	EA	\$1,580.00	\$1,580.00		1.00	1.00	\$1,580.00	\$1,580.00	\$0.00
	Manhole #8	1.00	EA	\$1,690.00	\$1,690.00		1.00	1.00	\$1,690.00	\$1,690.00	\$0.00
	Manhole #7	1.00	EA	\$1,870.00	\$1,870.00		1.00	1.00	\$1,870.00	\$1,870.00	\$0.00
	Manhole #6, #13	2.00	EA	\$1,985.00	\$3,970.00		2.00	2.00	\$3,970.00	\$3,970.00	\$0.00
	Manhole #C	1.00	EA	\$2,075.00	\$2,075.00		1.00	1.00	\$2,075.00	\$2,075.00	\$0.00
	Manhole #3	1.00	EA	\$2,225.00	\$2,225.00		1.00	1.00	\$2,225.00	\$2,225.00	\$0.00
	Labor/Equipment	1.00	LS	\$119,630.00	\$119,630.00		1.00	1.00	\$119,630.00	\$119,630.00	\$0.00
						\$165,000.00					
Curb & Sidewalk											
	Sidewalk	2,912.00	SF	\$8.50	\$24,752.00		2912.00	2912.00	\$24,752.00	\$24,752.00	\$0.00
	Concrete Curb	990.00	LF	\$16.50	\$16,335.00		990.00	990.00	\$16,335.00	\$16,335.00	\$0.00
	Dumpster Pad	1.00	LS	\$4,750.00	\$4,750.00		1.00	1.00	\$4,750.00	\$4,750.00	\$0.00
						\$45,837.00					
Paving											
	Stone Base - 2A (852 TN)	22,726.00	SF	\$0.85	\$19,317.10		22726.00	22726.00	\$19,317.10	\$19,317.10	\$0.00
	Base Course (426 TN)	22,726.00	SF	\$1.90	\$43,179.40		22726.00	22726.00	\$43,179.40	\$43,179.40	\$0.00
	Wearing Course (284 TN)	22,726.00	SF	\$2.00	\$45,452.00		22726.00	22726.00	\$45,452.00	\$45,452.00	\$0.00
						\$107,948.50					
Landscaping											
	Plantings	1.00	LS	\$53,000.00	\$53,000.00		1.00	1.00	\$53,000.00	\$53,000.00	\$0.00
						\$53,000.00					
Miscellaneous											
	Incidentals	1.00	LS	\$20,000.00	\$20,000.00		1.00	1.00	\$20,000.00	\$20,000.00	\$0.00
	Construction Stakeout & As-Builts	1.00	LS	\$7,500.00	\$7,500.00		1.00	0.84	\$6,300.00	\$6,300.00	\$1,200.00
						\$27,500.00					
						\$429,285.50					
						\$42,928.55					
						\$472,214.05					
						\$21,464.28					
						\$493,678.33					

SUBTOTAL:	\$428,085.50	\$ 428,085.50	\$ 1,200.00
MPC CONTINGENCY (10%):	\$42,808.55	\$42,808.55	\$120.00
RETAINAGE 10%:	\$ (42,808.55)	\$ (42,808.55)	\$ 42,808.55
TWP CONST. INSPECTION:	\$21,464.28	\$21,464.28	\$0.00
TOTAL ESCROW RELEASE:	\$ 449,549.78	BALANCE:	\$ 44,128.55



September 22, 2020

Joanne Grube
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Dear Joanne,

This letter is to request the full release of The Malvern School standby letter of credit issued by TD Bank in the amount of \$493,678.33. All work has been completed on the project and been certified by Andrew Eberwein of Edward B. Walsh & Associates. Please let me know if you need anything more from us to proceed with the release.

Sincerely,

Joseph A. Scandone
Malvern School Real Estate, LP
Managing Partner

EXHIBIT "C"

CERTIFICATE OF COMPLETION AND
AUTHORIZATION OF REDUCTION AND RELEASE
NO. _____

WE, THE UNDERSIGNED, HEREBY:

A. CERTIFY that the work and improvements, described hereinbelow, completion of which is provided under and by that certain Development Agreement between Westtown Township, Chester County ("Township") and _____, ("Developer"), dated _____, 201__, concerning the construction, installation and completion of improvements in the _____ Subdivision and Land Development, **HAVE BEEN COMPLETED TO THE EXTENT OF THE AMOUNT INDICATED IN ITEM I BELOW**; and

B. AUTHORIZE _____, pursuant to the Development Agreement and related Financial Security Agreement of the same date, **TO REDUCE** the Financial Security, in the nature of a _____ provided and held with said Bank to guaranty, among other things, the completion of said work and improvements, **TO THE EXTENT OF THE AMOUNT INDICATED IN ITEM III BELOW**, and **TO RELEASE SAID AMOUNT OF REDUCTION FROM AND UNDER THE TERMS AND CONDITIONS OF THE ESCROW ACCOUNT.**

THE REDUCTION AND RELEASE of the amount of the Financial Security hereby authorized shall not be construed, in any manner or extent, as an acceptance by Township of the work and improvements described hereinbelow (or of any other work performed or any improvements installed or constructed), nor shall this Certificate and Authorization constitute any waiver by Township of its rights to inspect and approve the work and improvements described hereinbelow (or any other work performed and improvements installed and constructed). Township hereby reserves the right to re-inspect the work and improvements (as well as any other work and improvements) and to require Developer to correct, repair or demolish and to properly reconstruct any and all defective and deficient work and improvements not accepted and approved by Township.

THE FOLLOWING WORK AND Improvements are the subject of this Certificate and Authorization: *(See attached letter and invoice.)*

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

THE REDUCTION AND RELEASE of the financial security authorized by this Certificate and Authorization have been determined as follows:

I. COST OF COMPLETED WORK AND Improvements	\$ 493,678.33
II. <i>less</i> AMOUNT OF RETAINAGE (10%) + (1200 ⁰⁰ for mod.)	\$ 44,156.40
III. AMOUNT OF REDUCTION AND RELEASE	\$ 449,521.93

Date

Township Engineer

Date

Chairperson,
Westtown Township
Board of Supervisors

CONSTRUCTION COST BREAKDOWN
THE MALVERN SCHOOL
WESTTOWN TOWNSHIP, CHESTER COUNTY
EBW PROJECT # 4432

RELEASE REQUEST: # 1
 DATE: 5/21/2019

ITEM	UNIT	QUANTITY	UNIT PRICE	ESCROW AMOUNT	PREV. REL.	THIS RELEASE	TOTAL RELEASE	TOTAL REMAINING
STORM SEWER								
18" Fully Perforated HDPE pipe	LF	640	\$19.50	\$12,480.00		\$12,480.00		\$12,480.00
15" Solid HDPE pipe	LF	240	\$8.50	\$2,040.00		\$2,040.00		\$2,040.00
12" Solid HDPE pipe	LF	60	\$6.00	\$360.00		\$360.00		\$360.00
Drain Basin	EA	2	\$1,022.50	\$2,045.00		\$2,045.00		\$2,045.00
Inlets # 10, 12	EA	2	\$1,425.00	\$2,850.00		\$2,850.00		\$2,850.00
Inlets #4	EA	1	\$2,645.00	\$2,645.00		\$2,645.00		\$2,645.00
Inlet #5	EA	1	\$1,775.00	\$1,775.00		\$1,775.00		\$1,775.00
Inlet #9	EA	1	\$2,205.00	\$2,205.00		\$2,205.00		\$2,205.00
Inlet #15, Inlet D	EA	2	\$1,705.00	\$3,410.00		\$3,410.00		\$3,410.00
Inlet #14	EA	1	\$2,150.00	\$2,150.00		\$2,150.00		\$2,150.00
Manhole #B	EA	1	\$1,580.00	\$1,580.00		\$1,580.00		\$1,580.00
Manhole #8	EA	1	\$1,690.00	\$1,690.00		\$1,690.00		\$1,690.00
Manhole #7	EA	1	\$1,870.00	\$1,870.00		\$1,870.00		\$1,870.00
Manhole #6, #13	EA	2	\$1,985.00	\$3,970.00		\$3,970.00		\$3,970.00
Manhole #B	EA	1	\$2,075.00	\$2,075.00		\$2,075.00		\$2,075.00
Manhole #8	EA	1	\$2,225.00	\$2,225.00		\$2,225.00		\$2,225.00
Labor/Equipment	LS	1	\$119,630.00	\$119,630.00		\$119,630.00		\$119,630.00
							Subtotal	\$165,000.00
PAVING								
2A Modified Stone (852 Tons)	SF	22,726	\$0.85	\$19,317.10		\$19,317.00		\$19,317.10
Base Course Asphalt (426 Tons)	SF	22,726	\$1.90	\$43,179.40		\$43,179.40		\$43,179.40
Wearing Course Asphalt (284 Tons)	SF	22,726	\$2.00	\$45,452.00		\$45,452.00		\$45,452.00
							Subtotal	\$107,948.50
CONCRETE								
Stone & Pour Floor of Building / Sidewalk	SF	2,912	\$8.50	\$24,752.00		\$24,752.00		\$24,752.00
Concrete Slab	LF	990	\$16.50	\$16,335.00		\$16,335.00		\$16,335.00
Curb	LS	1	\$4,750.00	\$4,750.00		\$4,750.00		\$4,750.00
Dumpster Pad								
							Subtotal	\$45,837.00
EROSION & SEDIMENT CONTROL								
24" Filter Sock	LS	1	\$7,500.00	\$7,500.00		\$7,500.00		\$7,500.00

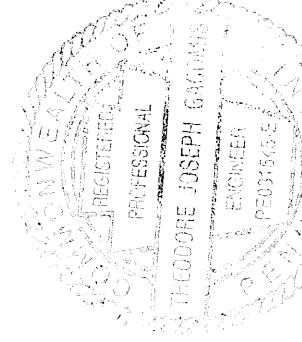
ITEM	UNIT	QUANTITY	UNIT PRICE	ESCROW AMOUNT	PREV. REL.	THIS RELEASE	TOTAL RELEASE	TOTAL REMAINING
18" Silt Fence	LS	1	\$1,400.00	\$1,400.00		\$1,400.00		\$1,400.00
Hydro Seed Graded Areas	LS	1	\$3,500.00	\$3,500.00		\$3,500.00		\$3,500.00
Curlex Erosion Control Blankets	LS	1	\$5,600.00	\$5,600.00		\$5,600.00		\$5,600.00
Subtotal								
LANDSCAPING								
Landscaping	LS	1	\$53,000.00	\$53,000.00		\$53,000.00		\$53,000.00
Subtotal								
DEMOLITION								
Tree Removal	LS	1	\$12,000.00	\$12,000.00		\$12,000.00		\$12,000.00
Subtotal								
MISCELLANEOUS								
Job Incidentals	LS	1	\$20,000.00	\$20,000.00		\$18,800.00		\$20,000.00
Construction Stakeout/As-built	LS	1	\$7,500.00	\$7,500.00		\$7,500.00		\$7,500.00
Subtotal								
SUBTOTAL								
				\$429,285.50		\$428,085.40		\$429,285.50
10% CONTINGENCY				\$42,928.55		\$428,085.40		\$42,928.55
TOTAL ESCROW AMOUNT				\$472,214.05		\$428,085.40		\$472,214.05
Inspection 5%				\$21,464.28		\$21,436.43		\$21,464.28
TOTAL ESCROW AMOUNT				\$493,678.33		\$449,521.83		\$493,678.33
Subtotal								

DEVELOPER

BOROUGH ENGINEER

BOROUGH OFFICIAL

PERCENTAGE COMPLETE: 99.00%



Theodore J. Gammie

Prepared by/return to:

Riley Riper Hollin & Colagreco
Attn.: Matthew G. Hauber, Esquire
717 Constitution Drive, Suite 201
P.O. Box 1265
Exton, PA 19341
(610) 458-4400

UPI No. Part of 67-4-38

SANITARY SEWER EASEMENT

This Sanitary Sewer Easement Agreement (this “Easement Agreement”), is made this _____ day of _____, 2020, by and between WESTTOWN TOWNSHIP, a township of the second class pursuant to the Second Class Township Code, Act of May 1, 1933, reenacted and amended by Act of November 9, 1995, as amended, with its address at 1039 Wilmington Pike, West Chester, PA 19382 (the “Township”) and MALVERN SCHOOL REAL ESTATE, LP, a Pennsylvania limited partnership, with an address of 20 Creek Road, Glen Mills, PA 19342 (“Owner”).

RECITALS

A. The Owner owns a tract of land situate in Westtown Township, Chester County, Pennsylvania, as acquired by deed dated November 1, 2018 and recorded in Book 9837, page 2178, in the Office of the Recorder of Deeds of Chester County, Pennsylvania (the “Recorder’s Office”), which is identified as UPI No. 67-4-38 (the “Property”); and

B. A sanitary sewer line currently exists on the Property for which the Township holds a sanitary sewer easement over those portions of the Property depicted as “Easement A” and “Easement B” on that certain plan entitled “Final Subdivision Plan prepared for Westtown Township – Saint Maximilian Kolbe Parish Land Development Plan” prepared by Chester Valley Engineering, Inc., dated January 13, 1993, last revised November 9, 1993, and recorded in the Recorder’s Office on February 2, 1994 as Plan No. 12369 (the “Existing Easement Plan”), a copy of which is attached hereto as **Exhibit “A”** (collectively, the “Existing Easement”); and

C. Owner is constructing a school and day-care building, exterior play areas, parking and related improvements on the Property under in accordance with that certain plan entitled “Subdivision/Land Development for The Malvern School” prepared by Edward B. Walsh & Associates, Inc. dated November 14, 2018, last revised March 24, 2019, and recorded in the Recorder’s Office on August 22, 2019 as Plan No. 20579 (as supplemented and/or amended from time to time, the “Development Plan”); and

D. Owner desires to install a guiderail and a sign within the limits of the Existing Easement; and

E. At the request of the Owner, the Township has agreed to modify and relocate the Existing Easement pursuant to the plan entitled “Sanitary Sewer Easement Plan” prepared by Edward B. Walsh & Associates, Inc. dated September 17, 2020 (the “Relocation Plan”), which

Relocation Plan is attached hereto as **Exhibit “B”**, with that portion of the Existing Easement shown on the Relocation Plan as the “Area to be Removed from Existing Sanitary Sewer Easement” being removed from the Existing Easement, subject to the terms of this Easement Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and in consideration of the payment of the Owner of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Owner, the Township and the Owner, each intending to be legally bound hereby, do hereby agree as follows:

1. **DEFINITIONS**: The term “sewer line(s)” when used in this instrument shall refer to a sanitary sewer pipe, conduit, manhole, drain, marker, service connection and other appurtenances currently existing on the Property for use in the Township’s sanitary sewer system within those portions of the Property as shown on Relocation Plan, and as more particularly described by metes and bounds on **Exhibit “C”** (the “Easement Area”).

2. **EXTINGUISHMENT OF EXISTING EASEMENT**. This Easement Agreement replaces and supersedes the Existing Easement in its entirety, and all rights and obligations created by the Existing Easement are hereby declared to be null and void and of no further force and effect.

3. **GRANT TO TOWNSHIP**: The Owner hereby gives and grants to the Township the free and uninterrupted right, liberty and privilege, in perpetuity:

A. To construct, reconstruct, replace, remove, enlarge, inspect, operate, repair, make connections with and maintain perpetually such sewer lines, their accessories and appurtenances, as the Township may from time to time require, consisting of underground pipes, conduits, manholes, drains, markers, mains, service connections and other appurtenances upon, over and under the Easement Area.

B. To carry away and dispose of sewage through said sewer lines, regardless of the source of such sewage.

C. To have and to hold the same perpetually to the Township and its successors or assigns, together with the right and privilege at any and all times to enter the Easement Area, or any part thereof for the purpose of reconstructing, replacing, removing, enlarging, inspecting, operating, repairing, maintaining, and/or making connections with the sewer lines or other appropriate means of access to the sewer lines; all upon the condition that the Township will at all times during the reconstruction, replacement, removal, repair or maintenance of the sewer lines cause every reasonable means to be used to protect from injury or damage all property, including lawns, trees, shrubbery, fences, buildings, walls, roads, water courses, natural features, or any existing improvement thereto, and will at all times after doing any work in connection with the construction, reconstruction, replacement, removal, repair or maintenance of the sewer lines, cause the Property to be restored to the condition in which the same were found before such work was undertaken, including replacement and/or repair of damaged property, to the extent reasonably possible under the circumstances and consistent with the rights and privileges herein granted.

4. **COVENANTS OF THE OWNERS:**

A. The Owner does hereby release, remise, quitclaim and discharge the Township and its appointed officials, employees, agents, servants, contractors and employees from any claim or right to damages or other emolument of value for the rights, liberties and privileges given and granted to the Township under this Easement Agreement, except to the extent caused by gross negligence or willful misconduct of the Township or its appointed officials, employees, agents, servants, contractors or employees.

B. The Owner does hereby covenant that it is lawfully seized and possessed of a good and marketable title in the fee simple to the Property and that it has a good and lawful right to grant the rights and privileges herein granted to the Township, and it further covenants that it will execute or procure any additional necessary assurances of the rights and privileges herein granted.

C. The Owner does hereby expressly consent to any transfer, conveyance, pledge, lease or mortgage by the Township of the said sewer lines.

D. The provisions of this Easement Agreement shall run with the land and be binding upon and inure to the benefit of the Township, its successors and assigns, and the Owner, its heirs, executors, administrators, successors and assigns.

4. **MISCELLANEOUS:**

A. Recital paragraphs A through E, inclusive, are hereby incorporated by reference herein.

B. This Easement Agreement constitutes the entire agreement and supersedes all other prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof. No modification or amendment of this Easement Agreement shall be of any force or effect unless made in writing and executed by all parties hereto.

C. The rights, privileges and obligations herein created shall inure to the benefit of and be binding on Owner and the Township, and their respective successors and assigns in interest. This Easement Agreement and the grant of the easement contained herein shall be freely assignable by the Township without the consent of Owner, its successors or assigns.

D. This Easement Agreement shall be governed by the laws of the Commonwealth of Pennsylvania and shall be recorded with the Chester County Recorder of Deeds.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this Easement Agreement to be duly executed on the day and year first above written.

ATTEST:

WESTTOWN TOWNSHIP

Township Secretary
(Township Seal)

By: _____
Title: _____

MALVERN SCHOOL REAL ESTATE, LP,
a Pennsylvania limited partnership
By: MALVERN SCHOOL REAL ESTATE GP,
LLC, a Pennsylvania limited liability company,
its general partner

Attest/Witness: _____

By: _____
Name: _____
Title: _____

COMMONWEALTH OF PENNSYLVANIA :
 : SS
COUNTY OF CHESTER :

On this ____ day of _____, 2020, before me a notary public, duly commissioned in and for said County and Commonwealth, personally appeared _____, the _____ of Malvern School Real Estate GP, LLC, a Pennsylvania limited liability company, general partner of MALVERN SCHOOL REAL ESTATE, LP, a Pennsylvania limited partnership, and that he/she as such _____, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the limited partnership by himself as such officer.

WITNESS my hand and notarial seal the day and year aforesaid.

(Seal)
Commission Expires

COMMONWEALTH OF PENNSYLVANIA :
 : SS
COUNTY OF CHESTER :

On this _____ day of _____, 20____, before me, a notary public, duly commissioned in and for said County and Commonwealth, personally appeared _____, who acknowledged himself/herself to be the _____ of Westtown Township, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania and that he/she as such _____, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Westtown Township by himself/herself as _____.

WITNESS my hand and notarial seal the day and year aforesaid.

(Seal)
Commission Expires

EXHIBIT A
Existing Easement Plan
[Attached]

R-1 Zoning District
 w/Planned Office Campus Overlay

R-1 Zoning District

Joseph M. & Dolores A. McCawley
 18,295 sq. ft.

9/1 JUN 25 PM 2:31

123694



PARCEL A
 GROSS AREA - 18,295 AC.

PARCEL B
 GROSS AREA - 0.795 AC.
 (TO BE DESIGNATED TO WESTTOWN TOWNSHIP)

SOCIAL HALL
 2,007 SQ FT
 F.F. 360,000

RECTORY

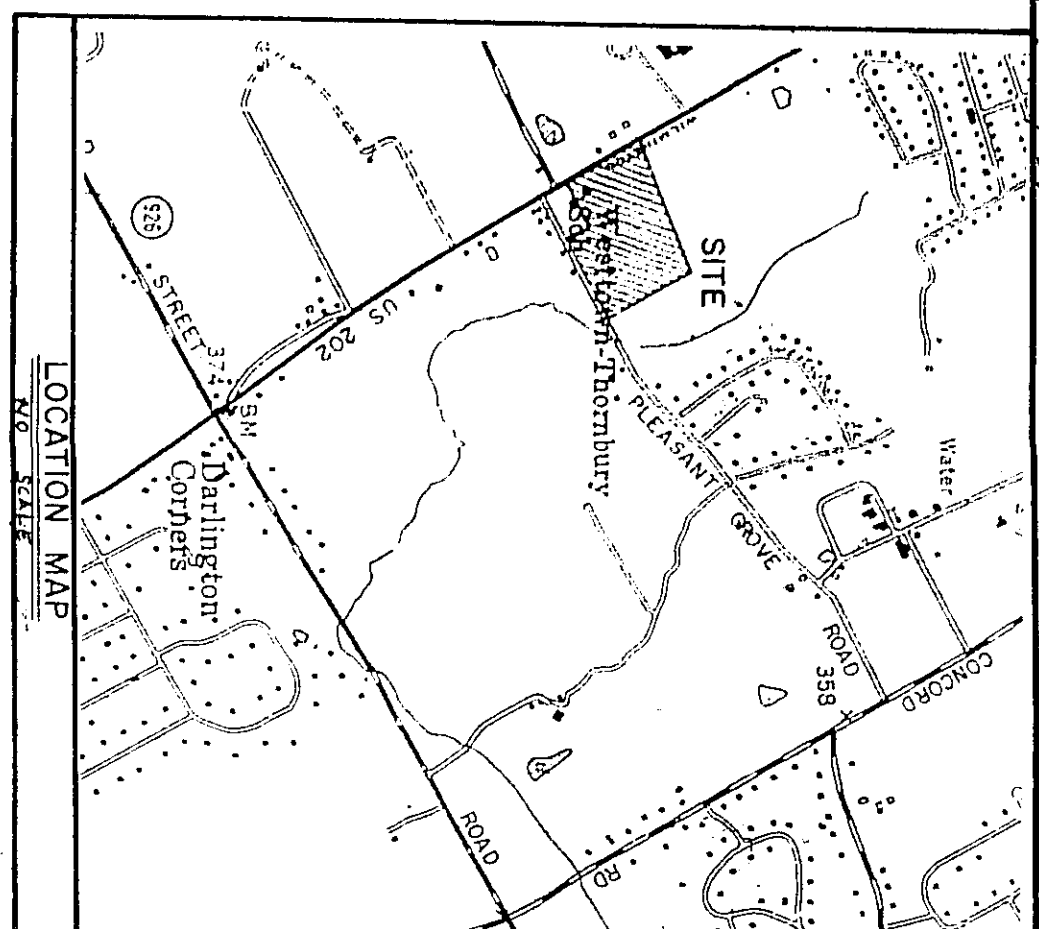
GENERAL NOTES

- Purpose of this plan is to show the proposed subdivision of Parcel B into two lots for the purpose of rezoning.
- The following utilities have been shown on the subject area:
 1. Electric Service
 2. Sewer Service
 3. Water Service
 4. Gas Service
 5. Telephone Service
 6. Cable Service
- The proposed subdivision is shown on the subject area as follows:
 1. Lot 1 - 0.395 AC.
 2. Lot 2 - 0.400 AC.
- The proposed subdivision is shown on the subject area as follows:
 1. Lot 1 - 0.395 AC.
 2. Lot 2 - 0.400 AC.

Chester Valley Engineers, Inc.
 Civil Engineers & Surveyors
 150 WEST LANCASTER AVENUE, POST OFFICE BOX 447 PAOLI, PA 18001
 (215) 644-4823
 (215) 644-4824

FINAL SUBDIVISION PLAN PREPARED FOR:
WESTTOWN TOWNSHIP
 CHESTER COUNTY
 PENNSYLVANIA

**SAINT MAXMILLIAN KOLBE PARISH
 LAND DEVELOPMENT PLAN**
 DATE: JANUARY 19, 2009
 FB - 189
 SCALE: 1" = 40'
 6060-43



APPLICANT'S STATEMENT OF PLANNED DEVELOPMENT

The following information was obtained from the applicant and is presented for the information of the Planning Commission and the Zoning Board of Adjustments.

Project Name: Saint Maxmillian Kolbe Parish Land Development Plan

Project Location: Parcel A, 18,295 AC, Parcel B, 0.795 AC, Westtown Township, Chester County, Pennsylvania

Project Description: The project consists of the rezoning of Parcel B from R-1 to an Office Campus Overlay District. The rezoning is necessary to allow for the construction of a new office building and parking lot on Parcel B.

Project Justification: The rezoning is justified because the proposed office building and parking lot are consistent with the Comprehensive Zoning Ordinance and the Westtown Township Zoning Ordinance. The rezoning will provide for the development of a new office campus, which will provide employment opportunities for the residents of the township.

Project Impact: The rezoning will have a positive impact on the township because it will provide for the development of a new office campus, which will provide employment opportunities for the residents of the township. The rezoning will also provide for the development of a new office building and parking lot, which will provide for the needs of the township.

Project Conclusion: The rezoning is justified because the proposed office building and parking lot are consistent with the Comprehensive Zoning Ordinance and the Westtown Township Zoning Ordinance. The rezoning will provide for the development of a new office campus, which will provide employment opportunities for the residents of the township.

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DATE: JANUARY 19, 2009
 FB - 189
 SCALE: 1" = 40'
 6060-43

EXHIBIT B
Relocation Plan
[Attached]

SANITARY SEWER EASEMENT LINE/CURVE TABLE

LINE	RADIUS	DELTA	ARC	CHORD BEARING	CHORD
L1			5.00'	N60°26'00"E	
L2			20.00'	N60°26'00"E	
L3			294.01'	S30°15'07"E	
C1	35.01'	42°22'59"	25.90'	N82°27'16"W	25.31'
L4			48.68'	N30°15'07"W	
L5			5.00'	N59°44'53"E	
L6			9.00'	N30°15'07"W	
L7			5.00'	S59°44'53"W	
L8			221.07'	N30°15'07"W	

ARCHBISHOP OF PHILADELPHIA
ST. MAXIMILIAN KOLBE PARISH
BK: 153; PG: 307
UPI #67-4-39

AREA: 5,723 S.F.

WILMINGTON PIKE

(ROUTE (202))

N31°17'00"W
M..01.98.09S

N60°26'00"E
41.97'

N31°19'00"W 196.98'

AREA TO BE REMOVED FROM EXISTING SANITARY SEWER EASEMENT

5/8" REBAR
FOUND 0.13'
S. OF-LINE
@ 14.97'

5/8" REBAR
FOUND ONLINE
@ 56.97'

PROPOSED SAN. SEWER EASEMENT

EXISTING SAN. SEWER EASEMENT 10'
(OFFERED W/LAND DEVELOPMENT APPROVAL)

EXIST. 15' WIDE SAN. SEWER EASEMENT

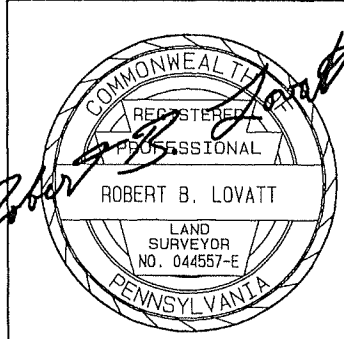
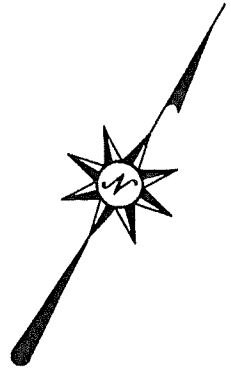
SAN. MH
RIM 371.28
SAN. VALVE

ULTIMATE R.O.W.

EX. R.O.W.
33' W.

EAST PLEASANT GROVE ROAD

UPI NO. 67-4-38



**SANITARY SEWER EASEMENT PLAN
THE MALVERN SCHOOL**

WESTTOWN TOWNSHIP CHESTER COUNTY, PA.

Edward B. Walsh & Associates, Inc.
CIVIL ENGINEERS & LAND SURVEYORS

865 Springdale Drive, Suite 202
Exton, Pennsylvania 19341
Phone: 610-903-0080
Fax: 610-903-0080

Project- 4432	Date- 9-17-2020
Scale- 1" = 40'	Drawn- RBL
Checked- A.E.	Sheet- 1 OF 1

Plotted: 9/17/2020 File: F:\JB\4432\4432-B3-AB.pro

EXHIBIT C

Legal Description of Easement Area

[Attached]



EDWARD B. WALSH & ASSOCIATES, INC.
Complete Civil Engineering & Land Surveying Services
Lionville Professional Center
125 Dowlin Forge Road
Exton, PA 19341

4432
The Malvern School
September 17, 2020

**LEGAL DESCRIPTION
THE MALVERN SCHOOL
WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
SANITARY SEWER EASEMENT**

ALL THAT CERTAIN strip of land, situate in the Township of Westtown, County of Chester, Commonwealth of Pennsylvania, shown on a "Exhibit 'A', Sanitary Sewer Easement Plan, The Malvern School", prepared by Edward B. Walsh & Associates, Inc., Civil Engineers and Land Surveyors, Exton, PA, dated September 17, 2020, Project No. 4432, being Sheet 1 of 1 total, and being more fully described as follows:

BEGINNING at a point on a line 5 feet east of the easterly legal right-of-way line of Wilmington Pike (Route 202), said right-of-way line being a distance of 45 feet from and parallel to the centerline thereof, common to the southerly line of lands of the now or former Archbishop of Philadelphia, St. Maximilian Kolbe Parish (UPI 67-4-39) and the northerly line of lands of The Malvern School (UPI 67-4-38) (as shown on said Plan); thence from the point of beginning, along said line of lands of St. Maximilian Kolbe Parish, North 60 degrees 26 minutes 00 seconds East 20.00 feet to a point; thence over the lands of The Malvern School the following seven (7) courses and distances:

1. South 30 degrees 15 minutes 07 seconds East 294.01 feet to a point on a radius return curve on the northerly existing right-of-way line of East Pleasant Grove Road (33 feet wide) (as shown on said Plan);
2. along said radius return curve to the right having a radius of 35.01 feet, an arc distance of 25.90 feet and a chord which bears North 82 degrees 27 minutes 16 seconds West 25.31 feet to a point of cusp;
3. leaving said right-of-way line, North 30 degrees 15 minutes 07 seconds West 48.68 feet to a point;
4. North 59 degrees 44 minutes 53 seconds East 5.00 feet to a point;
5. North 30 degrees 15 minutes 07 seconds West 9.00 feet to a point;
6. South 59 degrees 44 minutes 53 seconds West 5.00 feet to a point;
7. North 30 degrees 15 minutes 07 seconds West 221.07 feet to the point and place of BEGINNING.

CONTAINING: 5,723 square feet of land, be the same more or less.

REGISTERED PROFESSIONAL ENGINEERS & LAND SURVEYORS
Pennsylvania, New Jersey, Delaware & Maryland
610-903-0060 FAX 610-903-0080
www.ebwalshinc.com
Established 1985

Roseann McGrath Consulting
655 Fawn Circle
King of Prussia, PA 19406
Roseann@rmcgrathconsulting.com

June 26, 2020

Mr. Richard Pomerantz
Chairman, Board of Supervisors
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Re: Human Resources Assistance

Dear Mr. Pomerantz,

It has been a pleasure to discuss providing Westtown Township Human Resources (HR) Consulting services. I am available to provide the Board of Supervisors with a wide variety and range of best practices in HR management for however long is needed at the hourly rate of \$125.

I appreciate I will be working for all three supervisors, but this said, my standard procedure is to take guidance from you as Board Chair. Although I'm happy to speak with your fellow supervisors at any time, I trust that our communications will be shared with your colleagues so that during this process I will primarily be speaking directly to you. In addition, I will submit my monthly hours/invoice directly to you for payment.

As discussed, I am not an attorney and am excited that Westtown Township has also engaged the labor and employment services with attorney Patrick J. Harvey with Campbell Durrant, P.C to ensure the Township is legally protected. I have had the pleasure of working with Mr. Harvey and his associates for my 25 years in municipal government relations.

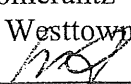
If you require further information or have any questions do not hesitate to let me know. I look forward to working together.

Sincerely,

Roseann McGrath

Roseann McGrath
Human Resources Consultant

ON BEHALF OF WESTTOWN TOWNSHIP:

NAME: Richard Pomerantz
TITLE: Chairman, Westtown Township Board of Supervisors
SIGNATURE: 
DATE: June 26, 2020

A photograph of a fire station with a red fire truck parked outside. The station has a brown metal roof and several open bays. The truck is red with yellow and white accents. The background shows trees and a clear sky.

EMERGENCY OPERATIONS PLAN (EOP)

FOR

Westtown Township

in Chester County, PA

August 2020

Basic Plan

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FUNCTIONAL CHECKLISTS.....	Published Separately
NOTIFICATION AND RESOURCE MANUAL (NARM)	Published Separately

PROMULGATION

THIS PLAN WAS ADOPTED BY THE WESTTOWN TOWNSHIP BOARD OF SUPERVISORS UNDER
RESOLUTION NO. _____ DATED _____. IT SUPERCEDES ALL PREVIOUS PLANS.

(Chief Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Secretary)

(Emergency Management Coordinator)

CERTIFICATION OF REVIEW

A regular (biennial or sooner) review of this Emergency Operations Plan has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

Date	Signature
23 February 2011	Don L. Verdiani, EMC
10 January 2012	Don L. Verdiani, EMC
16 December 2013	Don L. Verdiani, EMC
1 January 2016	Don L. Verdiani, EMC
4 December 2017	Don L. Verdiani, EMC
24 August 2020	Don L. Verdiani, EMC

RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)
1	16 December 2013	16 December 2013	DLV
2	1 January 2016	1 January 2106	DLV
3 – Changed CC EMA recipient from Kagle to Turner, added references to pipeline emergencies	4 December 2017	4 December 2017	DLV
4 – Removed highlights identifying 2018 changes. Minor clarification changes - highlighted	24 August 2020	24 August 2020	DLV

DISTRIBUTION LIST

The Following have received Copies of this Plan

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING COPY	DATE
1	Chester County EMA	William Turner	
2	Westtown Township	Robert Pingar	
3	EMC	Don Verdiani	
4	Deputy EMC	Mike Battaglia	

I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended), to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response, and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of Westtown Township, Chester County, PA. Incident specific plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATION AND ASSUMPTIONS

- A. The Township of Westtown is located in Chester County, Pennsylvania. The population is approximately 11,000. Terrain features that affect emergency response include: numerous creek and stream crossings, rolling and sometimes steep hills
- B. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.
- C. The municipality is subject to a variety of hazards. The most likely and damaging of these are flooding, severe winter weather, tornado/windstorm, pipeline leaks and fires/explosions, and transportation events.
- D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: areas in or near creeks/streams/floodplains or below the Milltown dam, neighborhoods with hilly terrain or otherwise limited access, residences/facilities along pipeline right-of-ways, or along major transportation corridors (Routes 202, 926 or 3).
- E. Training, response checklists and other accompanying documents are based on the statements in VI. 2 A., B., C. and D. of this plan.
- F. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency. A regional emergency management group, the West Chester Area Regional Emergency Management Group, exists to share

resources and personnel within the municipalities and entities within the West Chester Area School District.

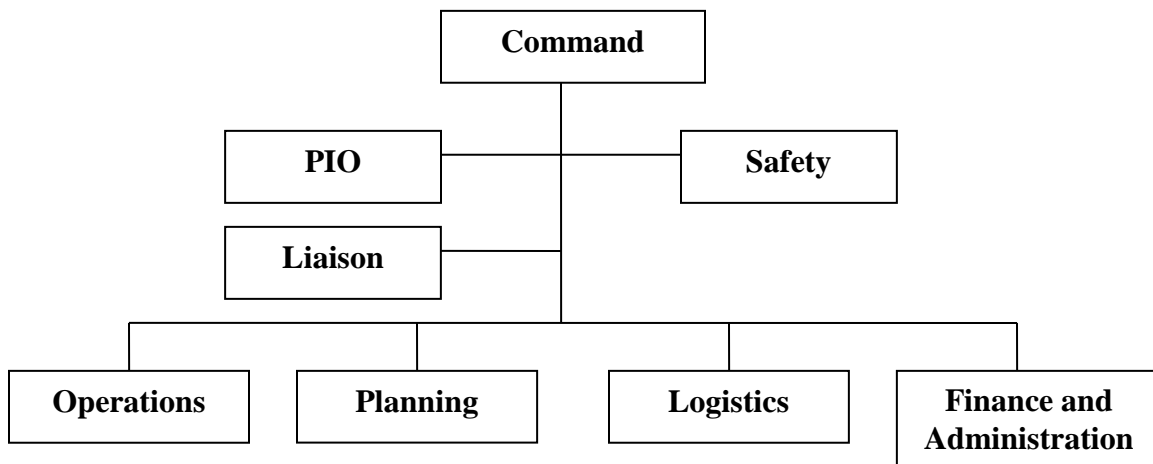
- G. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.
- H. In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Should mass care sheltering be required, pet sheltering may be supplied by Chester County. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate, with advice and assistance from the Chester County Ag Department.
- I. Specialized/licensed care facilities, including nursing and group homes, will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- J. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, pipeline, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- K. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.
- L. In the event of an evacuation, segments of the population may need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality. Transportation needs may be met using township, county or private sources.
- M. Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red

Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.

- N. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

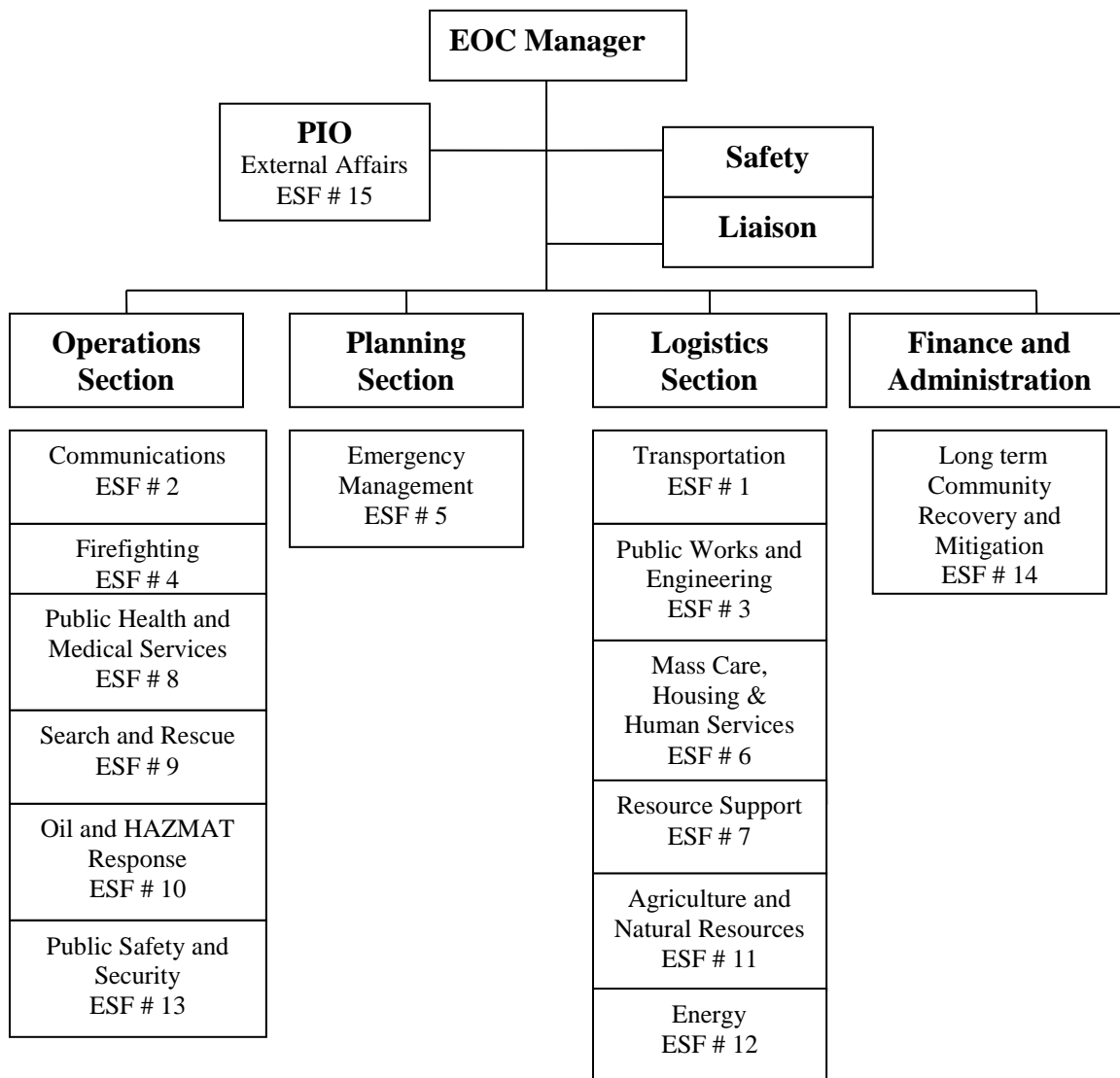
- A. The elected officials (Westtown Township Board of Supervisors) are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.
- B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.
- C. This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.
- D. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- E. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).



- 1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.
- 2. The Incident Command System (ICS) should have:
 - a. a manageable span of control (3 to 7 staff; optimum is 5);

- b. personnel accountability (each person reports to only one person in the chain of command); and
- c. functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

Emergency Operations Center (EOC) Example



- F. When the municipal EOC is activated, the EMC or designee will coordinate between the on-scene IC (assuming a specific incident with incident management activated) and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them.
- G. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)

- H. The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.
- I. Continuity of government procedures are specified in the Elected Officials checklist.
- J. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.
- K. Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems, including ReadyNotifyPA and the Westtown email list, will be utilized when appropriate.
- L. During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc.
- M. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles, or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- N. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.
- O. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COMMAND

1. Elected Officials:

- a. Are responsible for establishing a municipal emergency management organization;
- b. Provide for continuity of operations;
- c. Establish lines of succession for key positions;
- d. Designate departmental emergency operating centers and alternatives;
- e. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
- f. Establish, equip and staff an EOC;
- g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
- h. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and
- i. Apply for federal post-disaster funds, as available.
- j. Establish a hazard mitigation plan.

2. Emergency Management Coordinator/EOC Manager:

- a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
- b. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available;
- c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
- d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
- e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
- g. Compiles cost figures for the conduct of emergency operations; and
- h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

3. Public Information Officer (PIO) (External Affairs – ESF # 15)

- a. Develops and maintains the checklist for the Public Information function;
- b. Assists in the development, review and maintenance of the EOP;

- c. Responds to the EOC or the field, as needed;
- d. Coordinates all information released to the public or to the media with the County PIO/JIC(Joint Information Center);
- e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
- f. Advises elected officials and the EMC about Public Information activities;
- g. Develops pre-scripted emergency announcements for use in the time of an emergency;
- h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;
- i. Interfaces with the PIO for the County and the State as applicable; and
- j. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

4. **Safety Officer** - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

5. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting with the incident.

B. OPERATIONS SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1. Communications Branch (ESF # 2):

- a. Develops and maintains the checklist for the Communications function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Trains staff members on the operation of communications system;
- d. Ensures ability to communicate between the EOC, field operations and the county EMA;
- e. Assists with notification of citizens of the municipality;
- f. Responds to the EOC or the field, as needed;
- g. Advises elected officials and the EMC about Communications activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

2. Firefighting Branch (ESF # 4):

- a. Develops and maintains the checklist for the firefighting function;
- b. Assists in the development, review and maintenance of the EOP;

- c. Responds to the EOC or the field, as needed;
- d. Coordinates fire and rescue services;
- e. Assumes primary responsibility for route alerting of the public;
- f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- g. Provides for emergency shutdown of light and power;
- h. Provides emergency lights and power generation;
- i. Assists in salvage operations and debris clearance;
- j. Advises elected officials and the EMC about fire and rescue activities; and
- k. Performs other responsibilities as assigned by the Section Chief.

3. Health/Medical Branch (ESF # 8):

- a. Develops and maintains the checklist for the Health/Medical Services function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
- e. Coordinates emergency medical activities within the municipality;
- f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities;
- g. Coordinates medical services as needed to support shelter operations;
- h. Assists in search and rescue operations;
- i. Assists in mortuary services;
- j. Assists in provisions of inoculations for the prevention of disease;
- k. Advises elected officials and the EMC about Public Health/Medical Services activities;
- l. Coordinates the immunization of emergency workers;
- m. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
- n. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
- o. Performs other responsibilities as assigned by the Section Chief.

4. Search and Rescue Branch (ESF # 9):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates search and rescue services;
- d. Advises elected officials and the EMC about search and rescue (S&R); and
- e. Performs other responsibilities as assigned by the Section Chief.

5. Oil and Hazardous Materials Response Branch (ESF # 10):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates with the Hazardous Materials Team as appropriate;
- d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
- e. Advises elected officials and the EMC about HAZMAT activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

6. Public Safety and Security Branch (ESF # 13):

- a. Develops and maintains the checklist for the Public Safety and Security function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates security and law enforcement services;
- e. Establishes security and protection of critical facilities, including the EOC;
- f. Provides traffic and access control in and around affected areas;
- g. Assists with route alerting and notification of threatened population;
- h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- i. Assists in the installation of emergency signs and other traffic movement devices;
- j. Assists in search and rescue operations;
- k. Advises elected officials and the EMC about Public Safety and Security operations;
- l. Establishes and provides security services to any shelter locations operating in the municipality;
- m. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
- n. Establishes security patrols for any evacuated areas, conditions permitting;
- o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
- p. Performs other responsibilities as assigned by the Section Chief.

C. PLANNING SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of the Emergency Management branch responsibilities. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1. Emergency Management Branch (ESF # 5):

- a. Collects, evaluates and provides information about the incident;
- b. Determines status and tracking of resources;
- c. Prepares and documents Incident Action Plans;
- d. Establishes information requirements and reporting schedules;
- e. Supervises preparation of an Incident Management Plan;
- f. Assembles information on alternative strategies; and
- g. Performs other responsibilities as assigned by the Section Chief.

D. LOGISTICS SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

1. Transportation Branch (ESF # 1):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
- d. Coordinates the supply of transportation resources during an emergency;
- e. Advises elected officials and the EMC about Transportation activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

2. Public Works and Engineering Branch (ESF # 3):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Public Works assets and resources;
- d. Serves as a liaison between municipal Public Works and the EOC;
- e. Coordinates the assignment of Public Works resources;
- f. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
- g. Advises elected officials and the EMC about Public Works and Engineering activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

3. Mass Care, Housing and Human Services Branch (ESF # 6):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities;
- d. Coordinates with American Red Cross and other appropriate agencies;
- e. Requests Mass Care – Shelter support from the County during an emergency;
- f. Coordinates with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues;
- g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

4. Resource Support Branch (ESF # 7):

- a. Coordinates materials, services and facilities in support of the emergency;
- b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
- c. Participates in the preparation of the Incident Management Plan;
- d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
- e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
- f. Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
- g. Establishes staging areas for supplies and transportation resources;
- h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
- i. Performs other responsibilities as assigned by the Section Chief.

5. Agriculture and Natural Resources Branch (ESF # 11):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of food and animal care and control assets;
- d. Serves as a liaison between the EOC and the food community;
- e. Coordinates the dissemination of information to the food and animal care and control community;
- f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;
- g. Coordinates local animal shelter activities with county ESF 11 Officer and County Animal Response Team liaison; and
- h. Performs other responsibilities as assigned by the Section Chief.

6. Energy Branch (ESF # 12):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of energy and utility assets;
- d. Serves as a liaison between the EOC and the energy / utilities;
- e. Coordinates the dissemination of information to the energy / utilities;
- f. Advises elected officials and the EMC regarding energy / utility issues; and
- g. Performs other responsibilities as assigned by the Section Chief.

E. FINANCE and ADMINISTRATION SECTION (EMC, elected officials and/or as delegated): Responsible for ensuring the accomplishment of responsibilities of Long Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

1. Long Term Community Recovery and Mitigation Branch (ESF # 14):

- a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
- b. Tracks costs and personnel time records;
- c. Coordinates the conduct of damage assessment and reporting to the county EMA;
- d. Starts planning for recovery of vital community functions; and
- e. Performs other responsibilities as assigned by the Section Chief.

V. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- 2. The County EMA will forward reports and requests for assistance to PEMA.
- 3. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- 4. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.

5. The local EMA will make reports to the County by the most practical means and in a timely manner.
6. All written records, reports and other documents will follow the principles of NIMS.

B. Logistics - Coordination of unmet needs:

When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. TRAINING AND EXERCISES

A. Training Authority

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

B. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

C. Training Policy

1. Public Officials:

- a. **Response and Recovery Training:** Training programs will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.
- b. **Professional Development:** Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.

c. **Damage Assessment and Reporting:** Annual training will be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

2. **Emergency Services and Other Responding Agencies**

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. **State and Federal Training**

EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. **EMC Responsibilities:** The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
- B. **Enforceability:** This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.
- C. **Execution:** This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.
- D. **Distribution:** This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page iii. A receipt system will be used to verify the process.

APPENDICES:

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

APPENDIX A: **AUTHORITY AND REFERENCES**

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)
5. County Emergency Operations Plan
6. County Hazard Vulnerability Analysis
7. County Hazard Mitigation Plan

APPENDIX B: DEFINITIONS AND GLOSSARY

1. Access Control Points (ACP) - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. Activate - To start or place into action an activity or system.
3. Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
4. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)
5. Deploy - To move to the assigned location in order to start operations.
6. Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.
7. Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.
 - A. Human Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship or loss of life.
 - B. Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.
8. Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to:
 - A. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.

- B. Be of such magnitude or severity as to render essential state supplementation of regional, county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.
 - C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
9. Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
 10. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.
 11. Emergency Services - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.
 12. Emergency Support Function (ESF) – A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
 13. Explosive Ordnance Disposal (EOD) - An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
 14. External Affairs – Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.

15. Governor's Proclamation of "Disaster Emergency" – A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.
16. Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.
17. Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
18. Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.
19. Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.
20. Mass Care Centers - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
21. Municipality - As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).
22. National Incident Management System (NIMS) - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
23. Notification - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations;

(2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.

24. Notification and Resource Manual (NARM) – One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
25. Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.
26. Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.
27. Presidential Proclamation of "Emergency" - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.

28. Presidential Proclamation of "Major Disaster" – “Major Disaster” means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
29. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
30. Public Information Officer (PIO) - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
31. Public Information Statements - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the

announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.

32. Reception Center - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.
33. Re-entry - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
34. Resource Typing – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned “Type” number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.
35. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
36. Special Needs – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
37. Standby - To be ready to perform but waiting at home or other location for further instructions.
38. Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
39. Traffic Control Points (TCP) - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
40. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
41. Weather Warning - Severe weather is occurring or is about to occur.
42. Weather Watch - Conditions and ingredients exist to trigger severe weather.

APPENDIX C: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS (Published Separately)

1. Limerick Power Station Nuclear/Radiological Plan
2. Surveillance, Warning and Evacuation Procedures:
Milltown Dam - , DEP File No. D15-146
Westtown Lake Dam – DEP File No. D15-029
Township Line (Airport Road) Dam
3. Emergency Response Plans for WCASD Schools in Westtown Township
4. Emergency Response Plans for Private Schools/Institutions in Westtown Township
5. Emergency Response Plans for Care Facilities in Westtown Township

RESOLUTION 2020-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WESTTOWN TOWNSHIP,
CHESTER COUNTY, PENNSYLVANIA ADOPTING THE 2020 EMERGENCY
OPERATIONS PLAN**

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that municipalities prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality; and

WHEREAS, in response to the mandate stated above, this municipality has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this municipality has also prepared an emergency operations plan in order to reduce the potential effects of a major emergency or disaster and to protect the health, safety and welfare of the residents of this municipality;

NOW, THEREFORE, we, the undersigned elected officials of WESTTOWN TOWNSHIP do hereby approve, adopt and place into immediate effect the Emergency Operations Plan of WESTTOWN TOWNSHIP. This Plan shall be reviewed every two years to make certain that it conforms with the requirements of the Chester County Emergency Operations Guideline.

ADOPTED as a Resolution this 5th day of October, 2020.

Westtown Township Board of Supervisors:

Richard Pomerantz

Carol De Wolf

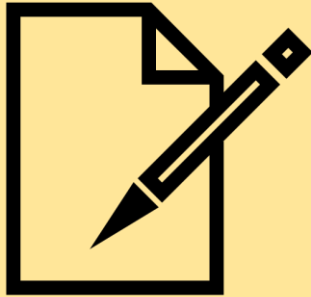
Scott Yaw

ATTEST:

Joanne Grube,
Director of Finance

NEW HHW EVENT PROCEDURES!

THESE ARE DRIVE-THROUGH “NO CONTACT” EVENTS.



Pre-registration is required!

Saturday, October 10, 2020 in West Chester

To register for an appointment time, visit our website page:

<https://www.chestercountyswa.org/117/Household-Hazardous-Waste>

or register here:

<https://www.eventbrite.com/e/household-hazardous-waste-event-3-in-west-chester-chester-county-registration-119100204919>

Our plans were revised for PA DEP approval while Chester County is in the “green phase.”



All HHW items must be in the trunk, cargo area of an SUV, or bed of a truck. HHW staff will remove all items. Do NOT leave your vehicle!



Stay in your vehicle. Masks must be worn.
This will be a “contact-less” event!



Only 1 Person per household per vehicle. New PADEP approvals limit capacity at these events. The event will be monitored to ensure compliance.

Used Bicycle & Sewing Machine Drive

(RAIN or SHINE)

PLEASE WEAR A FACE MASK DURING TRANSACTIONS

Sunday October 18, 2020
1 pm – 4 pm

Chester County Solid Waste
Authority
7224 Division Highway
Narvon, PA 17555

We're collecting adult and kids' bikes, and sewing machines to send to Tanzania, Albania, Thailand, and Guatemala. Do your part to put unused bikes and sewing machines to good use in the developing world.

Bikes should be rust free. No children's trikes, but bikes with flat tires in need of some repair are accepted. Portable sewing machines should be in working condition.

\$10 minimum donation with each bike or sewing machine is requested for shipping. All donations are tax deductible and a receipt will be provided on site.

SPONSORED BY:

Chester County Solid Waste Authority

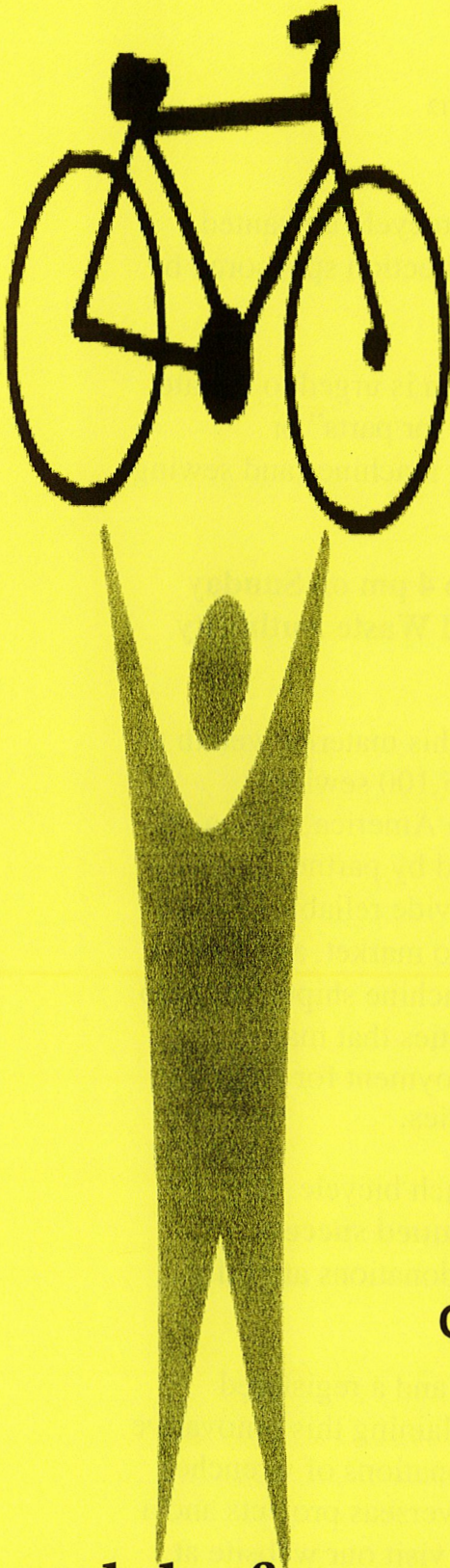
For more information contact:
Patti Lynn (484) 796-4039
plynn@chestercswa.org

pedals for progress™

Putting used bikes to good use™

www.p4p.org -- lori@p4p.org -- 908-638-4811

Sewing Peace





pedals for progress™
Putting used bikes to good use

PO Box 312, 86 E Main St., High Bridge, NJ 08829-0312
(908) 638-4811 lori@p4p.org www.p4p.org

Pedals for Progress/Sewing Peace, in its continuing effort to recycle unwanted items properly, is having a used bike and sewing machine collection sponsored by **Chester County Solid Waste Authority.**

Anyone with an adult or child's bicycle in repairable condition is urged to donate his or her bike to this worthy cause. We do not accept "bikes for parts" or disassembled bikes. We also accept working portable sewing machines and sewing notions (no fabric, please).

Bikes and sewing machines can be dropped off from **1 pm to 4 pm on Sunday October 18, 2020 - rain or shine - at Chester County Solid Waste Authority located at 7224 Division Highway, Narvon, PA 17555.**

P4P/SP collects 3,000 to 5,000 items annually and transfers this material wealth to those more needy. To date, more than 159,000 bicycles and 5,100 sewing machines have been shipped to developing countries in Latin America, Africa and Eastern Europe. In these countries the bikes are reconditioned by partner agencies and distributed at low cost to poor working adults. Bikes provide reliable transportation for commuting to work, transporting product to market, and greater mobility accessing health care and other services. Sewing machine shipments help initiate educational programs and generate income opportunities that may otherwise remain out of reach for many people. Steady employment for adults is vital to the development and success of struggling communities.

It costs \$45 to collect, process, ship, rebuild and distribute each bicycle. **A donation toward shipping costs is necessary for our continued success (suggested minimum \$10 per item).** All cash and material donations are fully deductible and a receipt will be provided on site.

Pedals for Progress/Sewing Peace is a 501(c)(3) corporation and a registered charity in the states of **NJ, NY, PA, CT, VT.** Brochures explaining this innovative program will be available at the collection site. P4P seeks donations of wrenches for our overseas shops. For detailed information about our overseas projects and a current schedule of bicycle and sewing machine collections, visit our website at www.p4p.org.

**For more information please contact Patti Lynn (484) 796-4039
plynn@chestercswa.org**

Check Register**Westtown Township**

02-Oct-20

From: 22-Sep-20 To: 05-Oct-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 1 GENERAL FUND					
15767	9/22/2020	929	Good Fellowship Ambulance	\$20,000.00	R
15768	9/23/2020	6958	Capital One Bank	\$87,146.03	R
15769	9/24/2020	222	Brandywine Valley SPCA	\$551.46	O
15770	9/24/2020	7178	Buckley Brion	\$1,940.00	R
15771	9/24/2020	1201	Charles A. Higgins & Sons, Inc	\$1,133.32	R
15772	9/24/2020	7191	Code Inspections Inc	\$12,221.55	R
15773	9/24/2020	7223	Commonwealth of Pennsylvani	\$500.00	O
15774	9/24/2020	1082	ELEANOR J. SCHWANDT, R	\$874.00	R
15775	9/24/2020	1162	Fastenal Company	\$27.72	O
15776	9/24/2020	7196	GreatAmerica Financial Svcs	\$171.00	O
15777	9/24/2020	1000003	ICMA	\$600.00	R
15778	9/24/2020	127	In-Fleet Truck Service	\$605.44	O
15779	9/24/2020	1000004	Lands End Business Outfitters	\$108.79	R
15780	9/24/2020	15	Office Basics, Inc.	\$221.14	R
15781	9/24/2020	280	PA Municipal League	\$300.00	O
15782	9/24/2020	314	Proforma Print Marketing	\$1,052.75	R
15783	9/24/2020	860	TrueNet, Inc	\$132.85	R
15784	9/24/2020	1169	West Chester Public Library	\$11,000.00	O
15785	9/24/2020	7	Westtown-East Goshen PD	\$250,032.47	O
15786	9/30/2020	613	Caliber Collision - West Chest	\$4,536.14	O
15787	9/30/2020	1201	Charles A. Higgins & Sons, Inc	\$195.00	O
15788	9/30/2020	989	Ecolab	\$106.09	O
15789	9/30/2020	1082	ELEANOR J. SCHWANDT, R	\$253.75	O
15790	9/30/2020	935	Great Valley Lockshop, Inc	\$673.00	O
15791	9/30/2020	7196	GreatAmerica Financial Svcs	\$46.00	O
15792	9/30/2020	48	H. A. Weigand Inc	\$237.95	O
15793	9/30/2020	624	Hanson Aggregates, Inc.	\$1,684.69	O
15794	9/30/2020	1154	Lane-King of Prussia	\$3,585.80	O
15795	9/30/2020	5692	PT Equipment LLC	\$3,146.00	O
15796	9/30/2020	5738	StrategicLink Consulting, LLC	\$2,937.50	O
15797	9/30/2020	1000007	The Pavement Group	\$5,000.00	O
15798	10/1/2020	6870	Delpino Design	\$430.00	O
Bank Total:				\$411,450.44	
Bank Account: 8 Enterprise Fund					
1046	9/24/2020	5666	M&B Environmental, Inc.	\$2,698.49	O
1047	9/24/2020	1196	McGovern, Inc.	\$1,716.00	R
1048	9/30/2020	5630	Commonwealth of Pennsylvani	\$500.00	O
1049	9/30/2020	1196	McGovern, Inc.	\$1,716.00	O

Check Register**Westtown Township**

02-Oct-20

From: 22-Sep-20 To: 05-Oct-20

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
1050	9/30/2020	1196	McGovern, Inc.	\$1,716.00	O
1051	9/30/2020	1164	Univar USA, Inc.	\$2,557.04	O
1052	9/30/2020	980	USPS- Postmaster	\$1,616.90	O
			Bank Total:	\$12,520.43	
Bank Account: 18 CAPITAL PROJECTS FUND					
1224	9/24/2020	6468	Carroll Engineering Corp	\$9,400.00	R
1225	9/24/2020	5379	TPS Graphics	\$1,031.00	O
			Bank Total:	\$10,431.00	
			Total Of Checks:	\$434,401.87	
