

# WESTTOWN TOWNSHIP

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## AGENDA

### Westtown Township Board of Supervisors Regular Meeting

Monday, November 20, 2023 – 7:30 PM

Westtown Township Municipal Building

1039 Wilmington Pike, Westtown

- I. Call to Order & Pledge of Allegiance
- II. Summary of Board of Supervisors Workshop – November 6, 2023
- III. Approval of Board of Supervisors Meeting Minutes – October 16, 2023
- IV. Departmental Reports
  - A. Westtown East Goshen Police Department – Chief Bernot
  - B. Fire Marshal – Gerry DiNunzio
  - C. Finance Department – Cindi King
  - D. Planning Commission – Russ Hatton
  - E. EAC - Joe Debes
- V. Public Comment (Non-Agenda Items)
- VI. Old Business
  - A. Consider Preliminary/Final Land Development Approval for Westtown School Oak Lane (Athletic Field) Project Land Development
- VII. New Business
  - A. Public Hearing on Ordinance 2023-01 to Increase the Earned Income Tax for Securing Open Space Benefits by an Additional Four One Hundredths of One Percent to Eight One Hundredths of One Percent
  - B. Public Hearing on Ordinance 2023-02 to Increase the Real Estate Tax Rate for Securing Open Space Benefits by an Additional 0.21 Mills to 0.42 Mills
  - C. Public Hearing on Ordinance 2023-03 to Provide Earned Income and Real Estate Tax Credits to Qualified Fire and EMS Volunteers
  - D. Consider Adoption of Resolution 2023-13 Establishing Eligibility Criteria for Tax Credits for Volunteer Fire and EMS Personnel
  - E. Authorize Advertisement of 2024 Budget
  - F. Consider Approval of 2024-2028 Brandywine Valley SPCA Animal Protective Services Contract
  - G. Consider Remote Access Control for Township Building
  - H. Consider Request to Name Unnamed Tributary to Chester Creek “Concept Creek”
  - I. Consider Payment Application #7 to MECO Constructors, Inc for \$369,443.70 for Oakbourne Park Project
- VIII. Announcements
  - A. Thanksgiving Office Closure, Thursday, November 23 & Friday, November 24
  - B. Fox Clearing LLC Conditional Use Hearing Continuance – Wednesday, November 29 at 7:00pm
  - C. Holiday Home Decoration Contest

IX. Public Comment (All Topics)

X. Payment of Bills

XII. Adjournment

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

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

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

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

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

# WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, November 6, 2023 at 7:30 PM

Present were: Chair Tom Foster, Vice Chair Dick Pomerantz, Township Manager Jonathan Altshul, Assistant Township Manager and Director of Planning and Zoning Mila Carter, Public Works Director Mark Gross, Township Solicitor Patrick McKenna, and Planning Commissioner Jack Embick. Police Commissioner Scott Yaw was not present. Approximately four guests were also present, including two participating remotely.

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

Mr. Foster called the meeting to order at 7:30 PM and led the Pledge of Allegiance. He reported that the meeting was being recorded on Zoom and, on a slight delay, on YouTube.

## **II. Board of Supervisors Summary of Workshop, November 6, 2023**

Mr. Foster reported that the Board met in Workshop tonight to discuss draft amendments to the historical ordinance, the recommendations of the ad hoc Recreation Committee, requests from East Side Little League, and a proposed 5-year contract with the Brandywine Valley SPCA, and to accept public comment.

Mr. Foster also reported that the Board did not meet in Executive Session tonight.

## **III. Approval of Meeting Minutes of October 16, 2023 Meeting**

Mr. Pomerantz made a motion to approve the minutes from the October 16, 2023 meeting. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

## **IV. Departmental Reports**

### **A. Public Works Department – Mark Gross**

Mr. Gross reported that he has been working to train the new Public Works employees on plowing prior to the start of winter. He also reported that the department has been doing lots of tree maintenance and plantings, including planting seven new trees in Tyson Park and that the department would be doing leaf pick-up in Township parks in the weeks to come. He added that the 2023 road program and the associated road striping had been completed. Finally, he reported that he had put an old dump truck up for auction and that he expected that the Township would get a good price for it.

### **B. Planning Commission – Jack Embick**

Mr. Embick reported that at its meeting on October 18, the Planning Commission recommended approval of the Westtown School land development application for the Oak Lane Project and discussed ordinance amendments about parking, open burning, fences and managed meadows. He also reported that at its meeting this coming Wednesday, the Commission would be discussing a sketch plan for proposed improvements to the Marketplace at Westtown shopping center.

### **C. Historical Commission**

No representative from the Historical Commission was present. However, Mr. Altshul reported that the Commission had most recently discussed the proposed amendments to the Historical Ordinance that were discussed during tonight's Workshop. Mr. Foster commented that the Commission's presentation on Saturday morning about Camp Elder was excellent.

### **D. Township Solicitor – Patrick McKenna**

Mr. McKenna reported that the final Conditional Use hearing on the Stokes Estate would be held on November 29 and that this hearing would provide residents with an opportunity for public comment. He also reported on a number of other items he had been working on for the Township, including the draft ordinances and the Comcast easement that were on tonight's meeting agenda.

**E. Township Manager – Jonathan Altshul**

Mr. Altshul reported that PennDOT will begin surveying and design work for improvement to the northbound 202 exit ramp to add a dedicated exit lane, as well as improvements to the Matlack Street intersection in West Goshen, which will relieve traffic rush hour traffic congestion in Westtown. He also noted that Blosenski had missed several streets for yard waste pick-up on Saturday, and that Township staff was working with the hauler to correct the problem.

**V. Public Comment (Non-Agenda Items) – None**

**VI. Old Business**

**A. Consider Resolution 2023-12a Authorizing a Local Shares Account Grant Application to the Commonwealth Financing Authority for \$1,000,000 for Construction of a New Pleasant Grove Sanitary Sewer Pump Station**

Mr. Pomerantz made a motion to adopt Resolution 2023-12a authorizing a Local Shares Account grant application to the Commonwealth Financing Authority for the Pleasant Grove Pump Station Project in the amount of \$1,000,000 and to authorize the Township Manager and Assistant Township Manager to execute related grant documents. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**VII. New Business**

**A. Consider Preliminary/Final Land Development Approval for Westtown School Oak Lane (Athletic Field) Project Land Development**

Gina Gerber, Esq., attorney for Westtown School, provided an overview of the land development application for the Oak Lane project. She focused on the need for waivers from perimeter landscaping requirements. Specifically, she explained that the School is proposing to extend the landscaping buffer that runs along Shady Grove Way from the solar panel array, and asked that the solar panel plantings be counted towards the plantings for this project. She also requested a waiver to exempt the School from planting a landscaping buffer along the parcel boundary on Oak Lane, as both parcels are owned by the School, and there's no reason to buffer one part of the School property from another. Finally, she asked for a waiver to not require plantings along E. Street Road, as that parcel is used for agricultural purposes.

Mr. Pomerantz asked why the Township Engineer had flagged the landscaping as a concern, to which Ms. Gerber responded that the Township Engineer's obligation is to ensure that the Township's ordinances are faithfully followed.

Mr. McKenna asked whether the Planning Commission supported the waivers, to which Ms. Gerber responded that they had.

Mr. Foster asked Ms. Gerber if she anticipated any objections from residents about the type of landscaping that would be planted, and Mr. Pomerantz asked about the Westtown School's outreach to its neighbors. Ms. Gerber responded that the types of landscaping would be identical to what a neighbor impacted by the solar array project had already provided input on and that the landscaping plan was part of the original Conditional Use application.

**B. Consider Authorizing Advertisement of a Public Hearing on Ordinance 2023-01 to Increase the Earned Income Tax for Securing Open Space Benefits by an Additional Four One Hundredths of One Percent to Eight One Hundredths of One Percent**

Mr. Pomerantz made a motion to retroactively authorize advertisement on October 30 and November 6 and authorize advertisement on November 13 of a public hearing on November 20 to consider adoption of Ordinance 2023-01 to increase the Earned Income Tax by an additional four one hundredths of one percent to eight one hundredths of one percent to secure open space benefits. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**C. Consider Authorizing Advertisement of a Public Hearing on Ordinance 2023-02 to Increase the Real Estate Tax Rate for Securing Open Space Benefits by an Additional 0.21 Mills to 0.42 Mills**

Mr. Pomerantz made a motion to retroactively authorize advertisement on October 30 and November 6 and authorize advertisement on November 13 of a public hearing on November 20 to consider adoption of Ordinance 2023-02 to increase the real estate tax rate by an additional 0.21 mills to 0.42 mills to secure open space benefits. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**D. Consider Advertisement of a Public Hearing on Ordinance 2023-03 to Provide Earned Income and Real Estate Tax Credits to Qualified Fire and EMS Volunteers**

Mr. Pomerantz stated that he was concerned about the administrative burden on staff to administer the ordinance and was supportive of waiting on adopting the ordinance until next year. Mr. Foster stated he was in favor of adopting the ordinance in 2023 to make it effective for taxes paid this year. Mr. Altshul clarified that the administrative burden was mostly on the fire and ambulance company chiefs and not Township staff. Mr. Pomerantz then indicated that he could therefore support adopting the ordinance this year.

Mr. Pomerantz made a motion to authorize advertisement of a public hearing on November 20 to consider adoption of Ordinance 2023-03 to provide tax credits to qualified fire and EMS volunteers. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**E. Authorize Chairman to Execute the Facilities Easement Agreement with Comcast Cable Communications Management, LLC in Oakbourne Park**

Mr. Pomerantz made a motion to authorize the Chairman to execute the facilities easement agreement with Comcast Cable Communications Management, LLC in Oakbourne Park, as amended. Mr. Foster seconded. Mr. Altshul explained that at the recommendation of the Township Solicitor, he was able to get Comcast to amend Exhibit B to clarify that the width of the temporary construction easement will be 10 feet and the width of the permanent easement will be one foot. There was no public comment, and the motion passed 2-0.

**F. Consider Award of Contract for Boom Lift**

Mr. Pomerantz made a motion to award the contract for a boom lift to Knox Equipment Rentals, Inc for \$65,037.68. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**VIII. Announcements**

Mr. Foster made the following announcements:

- A. Yard Waste Collection, Saturday, November 18** - Yard waste must be in biodegradable paper bags or containers that can be dumped. Plastic bags are not accepted. Branches under 3" in diameter must be cut approximately 3' in length, bundled, and tied, and placed at the curb by 7:00 AM on collection day. No rocks, logs, stumps, dirt, or ashes will be taken.
- B. Thanksgiving Office Closure, Thursday, November 23 & Friday, November 24**
- C. Fox Clearing LLC Conditional Use Hearing Continuance – Wednesday, November 29 at 7:00pm**

**D. The Township is Accepting Applications for a Wastewater Treatment Plant Operator –**  
Please visit the website for more information.

**IX. Public Comment (All Topics)**

None.

**X. Payment of Bills**

Mr. Pomerantz made a motion to approve the General Fund bills for \$467,245.51, Enterprise Fund bills for \$13,703.84, GO Bond Series 2022 Proceeds bills for \$570,374.96, and Highway Aid Fund bills for \$223,869.39, for a grand total of \$1,275,193.70. Mr. Foster seconded. There was no public comment, and the motion passed 2-0.

**XI. Adjournment**

Mr. Pomerantz made a motion to adjourn the meeting at 8:12 PM.

Respectfully submitted,  
Jonathan Altshul  
Township Manager

DRAFT



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November 12, 2023

## **Westtown Township incident report for October 2023**

For October, there were 103 calls for service in Westtown (Fire and EMS). Fifty-four incidents were in the West Chester Fire Department district and 49 in the Goshen Fire Company district. Year to date, there have been 885 calls for service.

The peak time for incidents in October was between 6 am and 2 pm.

The West Chester Fire Department responded to six calls for service, three fire alarms, two good intent calls, and one notification.

The Goshen Fire Company responded to fourteen calls for service, one transformer fire, five fire alarms, one odor of smoke, one investigation, one accident, four notification, and one fire police request.

The remaining 83 calls were EMS in nature. Falls, heart conditions, difficulty breathing, fainting, and mental disorders were the top five most frequently responded to EMS calls for October.

There was one burning complaint in October, I provided testimony at the Stokes Estates Conditional Use Application hearing and spoke with the Planning Commission regarding updates to the burning ordinance.

I also attended a County of Chester EMC training event.

Respectfully submitted,

Gerald R. DiNunzio, Jr  
Fire Marshal  
Emergency Management Coordinator



**WESTTOWN TOWNSHIP  
TREASURER'S REPORT  
OCTOBER 2023**

<b>ACCT#</b>	<b>DESCRIPTION</b>	<b>10/1/2023 BALANCE</b>	<b>OCTOBER RECEIPTS</b>	<b>OCTOBER EXPENDITURES</b>	<b>10/31/2023 BALANCE</b>
<b>GENERAL FUND</b>		<b><u>\$8,374,357.12</u></b>	<b><u>\$845,833.79</u></b>	<b><u>-\$1,193,956.13</u></b>	<b><u>\$8,026,234.78</u></b>
01-100-001	Key Bank General Fund 7125	\$2,956,064.18	\$537,153.28	(\$768,069.53)	\$2,725,147.93
01-100-100	PLGIT P-Card Prime	\$14,021.74	\$65.61	\$0.00	\$14,087.35
01-100-110	PLGIT P-Card Class	\$0.00	\$141,706.69	(\$141,666.65)	\$40.04
01-106-000	PLGIT Prime	\$4,201,733.40	\$19,024.31	(\$141,666.65)	\$4,079,091.06
01-106-100	PLGIT Class	\$711.77	\$141,689.75	(\$141,666.65)	\$734.87
01-107-000	KBCM Investments	\$1,201,417.50	\$6,194.15	(\$886.65)	\$1,206,725.00
01-110-000	Petty Cash	\$408.53	\$0.00	\$0.00	\$408.53
<b>OPEN SPACE FUND</b>		<b><u>\$34,108.73</u></b>	<b><u>\$9,130.91</u></b>	<b><u>\$0.00</u></b>	<b><u>\$43,239.64</u></b>
04-106-000	Open Space - PLGIT Prime	\$21,793.68	\$1,905.96	\$0.00	\$23,699.64
04-106-100	Open Space - PLGIT Class	\$12,315.05	\$7,224.95	\$0.00	\$19,540.00
<b>SEWER FUND</b>		<b><u>\$2,868,830.57</u></b>	<b><u>\$388,933.36</u></b>	<b><u>-\$166,768.46</u></b>	<b><u>\$3,090,995.47</u></b>
08-100-000	Key Enterprise Fund Checking	\$852,458.31	\$376,876.37	(\$166,768.46)	\$1,062,566.22
08-100-002	Prepaid UB Cash	\$387.20	\$2,621.27	\$0.00	\$3,008.47
08-106-000	PLGIT Prime (NEW Account)	\$2,015,985.06	\$9,435.72	\$0.00	\$2,025,420.78
<b>REFUSE FUND</b>		<b><u>\$787,231.25</u></b>	<b><u>\$140,073.21</u></b>	<b><u>-\$90,633.83</u></b>	<b><u>\$836,670.63</u></b>
09-100-000	CASH - REFUSE FUND	\$787,231.25	\$140,073.21	(\$90,633.83)	\$836,670.63
<b>OBP BOND PROCEED FUND</b>		<b><u>\$1,295,206.09</u></b>	<b><u>\$570,281.73</u></b>	<b><u>-\$1,135,374.96</u></b>	<b><u>\$730,112.86</u></b>
15-106-000	OBP Bond - PLGIT Prime	\$1,247,373.78	\$4,556.91	(\$565,000.00)	\$686,930.69
15-106-100	OBP Bond - PLGIT Class	\$47,832.31	\$565,724.82	(\$570,374.96)	\$43,182.17
<b>CAPITAL PROJECT FUNDS</b>		<b><u>\$768,908.06</u></b>	<b><u>\$257.28</u></b>	<b><u>\$0.00</u></b>	<b><u>\$769,165.34</u></b>
18-100-010	Capital Project Ck 1000963122	\$11,690.64	\$0.00	\$0.00	\$11,690.64
18-100-100	CIP - Sewer	\$346,887.99	\$117.86	\$0.00	\$347,005.85
18-100-300	CP Oakbourne Park Master Plan	\$122,198.40	\$139.42	\$0.00	\$122,337.82
18-100-600	CP - Special Projects	\$53,790.90	\$0.00	\$0.00	\$53,790.90
18-100-625	CP - Thorne Drive Basin	\$15,767.50	\$0.00	\$0.00	\$15,767.50
18-100-650	Sage Road Basin Retro	\$67,358.84	\$0.00	\$0.00	\$67,358.84
18-100-700	Credit Card Rewards	\$151,213.79	\$0.00	\$0.00	\$151,213.79
<b>ARPA FUND</b>		<b><u>\$1,205,357.94</u></b>	<b><u>\$5,641.62</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,210,999.56</u></b>
19-100-000	ARPA FUND - PLGIT	\$1,205,357.94	\$5,641.62	\$0.00	\$1,210,999.56
<b>DEBT SERVICE FUNDS</b>		<b><u>\$1,692,490.87</u></b>	<b><u>\$135,778.26</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,828,269.13</u></b>
23-100-100	2012 DS (WEGO) #53086458	\$219,067.48	\$22,391.79	\$0.00	\$241,459.27
23-100-150	2022 DS (Oakbourne Park)	\$179,111.25	\$22,139.72	\$0.00	\$201,250.97
23-100-200	2012 DS (Sewer 05) #53085545	\$422,370.32	\$25,145.43	\$0.00	\$447,515.75
23-100-300	2011 DS(SE06) #240010	\$871,941.82	\$66,101.32	\$0.00	\$938,043.14
<b>CAPITAL RESERVE FUNDS</b>		<b><u>\$6,334,313.45</u></b>	<b><u>\$60,749.23</u></b>	<b><u>\$0.00</u></b>	<b><u>\$6,395,062.68</u></b>
30-120-000	GF Key Capital Reserve (U)	\$716,054.30	\$16,050.96	\$0.00	\$732,105.26
30-120-200	WW Key Capital Reserve (D)	\$325,685.57	\$30,000.00	\$0.00	\$355,685.57
30-120-400	GF Key Capital Reserve (D)	\$2,041,138.93	\$0.00	\$0.00	\$2,041,138.93
30-122-000	GF Univest MM Capital Rsv (U)	\$2,202,703.53	\$9,958.08	\$0.00	\$2,212,661.61
30-122-200	WW Univest MM Capital Rsv (D)	\$1,048,731.12	\$4,740.19	\$0.00	\$1,053,471.31
<b>LIQUID FUEL FUNDS</b>		<b><u>\$444,369.77</u></b>	<b><u>\$440,107.58</u></b>	<b><u>-\$663,869.39</u></b>	<b><u>\$220,607.96</u></b>
35-100-000	Liquid Fuels Checking Account	\$0.00	\$440,000.00	(\$223,869.39)	\$216,130.61
35-100-002	Liquid Fuels Money Market	\$444,369.77	\$107.58	(\$440,000.00)	\$4,477.35
<b>BILLBOARD ESCROW FUND</b>		<b><u>\$28,673.02</u></b>	<b><u>\$9.74</u></b>	<b><u>\$0.00</u></b>	<b><u>\$28,682.76</u></b>
40-100-102	Billboard Landscapes Escrow	\$23,366.40	\$7.94	\$0.00	\$23,374.34
40-100-115	FLINTLOCK (Rustin Res.) Escrow	\$5,306.62	\$1.80	\$0.00	\$5,308.42
<b>GRAND TOTAL - ALL FUNDS</b>		<b><u>\$23,833,846.87</u></b>	<b><u>\$2,596,796.71</u></b>	<b><u>(\$3,250,602.77)</u></b>	<b><u>\$23,180,040.81</u></b>

# WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall, 1039 Wilmington Pike  
Wednesday, November 8, 2023 – 7:00 PM

## **Present**

Commissioners – Russ Hatton (RH), Jack Embick (JE), Tom Sennett (TS), Jim Lees (JL), Brian Knaub (BK), and Kevin Flynn (KF) were present. Joseph Frisco (JF) was absent. Also present was Albert Federico, Township Traffic Engineer.

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

Mr. Hatton called the meeting to order at 7:06 PM.

## **Adoption of Agenda (JE/JL) 5-0**

Mr. Embick made a motion to adopt the agenda. Mr. Sennett seconded. Mr. Embick proposed new business items to be discussed first. Mr. Lees seconded. All were in favor of the motion.

## **Approval of Minutes (JE/JL) 5-0**

Mr. Embick made a motion to adopt the meeting minutes from October 18, 2023. Mr. Lees seconded. All were in favor of the motion.

## **Announcements**

1. Ms. Carter announced that conditional use hearing #4 for the Stokes Estate Flexible Development is scheduled for November 29, 2023 at 7pm.
2. Ms. Carter also announced that conditional use hearing to develop the portion of the existing Parkway Shopping Center at 929 S. High Street in West Goshen Township is scheduled for November 20, 2023 at 6pm.

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

1. Vicki Irvine and Martha OMalley, the property owners of 1125 Kolbe Lane and 1126 Kolbe Lane respectively, expressed their concerns about the potential development of 1115 Wilmington Pike and 12 E Pleasant Grove Road for a funeral home. Ms. OMalley explained that there was some surveying activity on said parcels and it was her understanding that due to the lack of proper access from Route 202, an easement was needed through the Township-owned property to gain proper access from E Pleasant Grove Road. She felt that such access would create traffic concerns for the community and wanted to know more about a land development process and whether the neighboring property owners will be notified in case of an application. Ms. Irvine added that E Pleasant Grove Road could be a very dangerous road. Mr. Hatton responded that the PC did not receive any application yet. Ms. Carter acknowledged that the Township was made aware of such proposal, but believed that the Township was not in favor in granting such easement. She also clarified that one of the parcels is zoned Planned Office Campus (POC) District where funeral home is a permitted by right use, while the other parcel proposed to be used as a driveway access is zoned R-1 Residential District. Ms. Carter added that no land development application has been received and if that occurs, it would be posted on the Township website and the PC's agenda for discussion. She encouraged residents to periodically check the webpage and/or provide her with their contact information to be notified when such application comes in.

## **Old Business**

### **1. Ordinance Amendments – Parking Regulations**

In considering potential amendments to the Township's parking regulations, the PC asked Al

Federico to research several other requirements pertaining to parking, specifically potentially increasing the required number of parking spaces for single family and multi-family dwellings. Mr. Federico referenced the Township's existing code requirements of 3 parking spaces for single family homes and 2 parking spaces for each dwelling unit within multi-family building. In general, the minimum requirement within the suburban areas is 2 parking spaces for single family homes, thus, Mr. Federico believed that Westtown's requirement is sufficient. He also referred to the ordinance where the BOS may require a street with a sufficient paved width to allow on-street parking on one or both sides if determined it should be necessary to meet parking requirements. Mr. Federico recommended that language be revised. He also brought up the previous discussion on parking within garages, and noted that a typical parking space is 9 feet by 18 feet and with a garage of 20 feet by 20 feet one can potentially fit two sedans. He further explained that the ordinance requires a specific setback for residential parking from the street line to the parking area, which makes the beginning of the driveway not be counted towards meeting the parking requirements. Mr. Federico suggested to some language to mitigate that. Ms. Carter noted that the proposed ordinance language removes specified parking requirements for the visual art center (VAC) and that some of the use-specific parking requirements referenced in Section 170-1705 might not be reflected in the proposed shared parking table. Mr. Federico believed that shared parking provisions would not be applicable to the proposed VAC and considered the VAC as an entertainment use, but promised to look into that. Mr. Hatton asked whether residential parking requirements can be established based on the square footage of the house. Mr. Federico explained that typically the number of parking spaces is determined by the number of units and/or bedrooms regardless of the house size, stating that the number of parking spaces needed would probably be the same, as it would equate to the same number of occupants. He noted that the Township can consider asking for additional parking space for bedroom additions. Ms. Carter referred to the ordinance that requires an additional parking space for an accessory dwelling unit (ADU).

## **2. Ordinance Amendments - Outdoor Burning**

Gerry DiNunzio summarized his request to amend the outdoor burning requirements to provide some clarity when it comes to the use of fire pits. He explained that the majority of outdoor burning complaints that the fire department receives relate to the use of fire pits, which are permitted. He referred to the memo prepared by Ms. Carter that summarized the potential concerns related to the use of outdoor recreational devices and provided recommendations on ordinance changes, including a requirement for no burning after a certain hour and continuous supervision. Mr. DiNunzio expressed concern that limiting burning to certain hours may be too restrictive on recreational burning. Ms. Carter pointed out that the noise ordinance limits unreasonable noise between 7am to 10pm and asked for feedback whether the use of some outdoor recreational devices, such as bonfire, shall be consistent with these time limitations. Mr. Hatton asked about the impact of smoke. Mr. DiNunzio responded that in his 34 years of experience, indoor fireplaces make just as much smoke as outdoor ones. Mr. Embick wanted to know how many complaints were related to fire pits. Mr. DiNunzio said that out of dozen burning complaints, about 10 were related to the use of fire pits, which did not require any enforcement. He wanted to make it clear that fire pits are allowed and to educate the public on this subject to reduce the number of frivolous complaints. Mr. Embick asked whether fire pits are required to be installed on the specific surfaces. Mr. DiNunzio noted that they may not be used on the flammable surface like a deck and must be placed no closer than 10 feet away from the house. He believed that most people use common sense, but it would be helpful to have specific requirements. Mr. Knaub asked about the reason for limiting open burning from 8am to 4pm. Mr. DiNunzio explained that it probably had to do with the timing of sunset. Ms. Carter suggested adding recommended language as discussed in tracked changes to be discussed further. The PC agreed.

## **New Business**

### **1. Sketch Plan Application – Westtown Marketplace Bank**

Gregg Adelman, attorney with Kaplin Stewart, on behalf of the applicant, Westtown AM West TIC, LLC, presented a sketch plan for the proposed development of a Chase Bank on the property at 1502 West Chester Pike known as the Westtown Marketplace shopping center, located within the C-1 Neighborhood and Highway Commercial Zoning District. He explained that the sketch plan for a one-story 3,294 square foot drive-in bank was similar to the plans previously submitted under the zoning variance application, which was discussed and favorably supported by the PC. Mr. Adelman recapped that the Zoning Hearing Board (ZHB) has granted approval for several of the requested variances, but denied request to decrease the number of parking spaces, to which the applicant has filed an appeal and then tried to resolve the matter via settlement agreement. He noted that the Board of Supervisors were in favor of the proposed agreement, but two of the ZHB members expressed their concerns regarding parking related issues on the site and therefore, were not in support of the settlement, which prompted the Township to consider potential amendments to parking regulations. Mr. Adelman described that the revised site plan reflects the overall shopping center's parking compliance based on a ratio of 3.5 parking spaces per 1,000 square feet of gross leasable area if the Township amends its parking requirements for existing shopping centers as proposed. He explained that the shopping center currently has 538 parking spaces, and with the development of the bank under new parking requirements, the center would be required to accommodate 430 parking spaces, which would make the shopping center parking to go from non-conforming to conforming. Mr. Adelman recapped that the site plan had been revised to accommodate the PC's previous comments to change the drive aisle to be one-way and the ZHB comments regarding the placement of the trash enclosure which eliminated the need for a variance from the side yard setback requirement.

Mr. Flynn asked how the trash would be handled without a trash enclosure. Mr. Adelman explained that the applicant does not have a need for an outdoor trash container due to a nature of business involving primarily paper waste, which can be collected inside and then picked up by the hauler. Mr. Lees asked whether the proposed building was the same size as previously proposed. Mr. Adelman confirmed that it was. Mr. Embick wanted clarification whether any relief was needed for a two-way drive. Mr. Adelman explained that the plan was revised with a one-way drive, therefore, no relief was requested. Mr. Flynn asked whether any signage is proposed. Mr. Adelman expected a small pylon sign to be included on the center's entrance sign and general directional signage which will be in compliance with Township requirements.

Mr. Sennett asked whether any additional parking study was completed since the zoning variance application. Mr. Adelman confirmed that such study was done which demonstrated that the site was overparked and there was a considerable access parking. He acknowledged that Al Federico had reviewed and provided comments which were addressed. Mr. Embick asked whether the Township consultants reviewed the sketch plan. Ms. Carter noted that the sketch plan was only presented to the PC for review and feedback. Mr. Adelman explained that the reason for a sketch plan review request is to demonstrate compliance of proposed land development in the context of potential changes to parking regulations, which he hoped would be approved, and at which point the applicant would submit a land development application. Ms. Carter asked about the current vacancies within the center. Mr. Adelman believed that it was 80 per cent occupied and a general retail analysis showed an excess capacity with a maximum usage of 380 parking spaces while a total of 518 spaces would be available after the bank is built.

Mr. Embick acknowledged that the proposed bank is a reasonable use for the shopping center and that the PC recommended its approval to the ZHB. Mr. Adelman wanted the PC to be aware that there was an applicant waiting for parking regulations changes to accommodate the use that the PC provided favorable recommendation for.

Mr. Federico wanted to bring to the PC's attention his recommendation to improve the existing bus stop at the entrance of the shopping center and accessibility from the stop to the shopping center parking. He noted that this bus route is one of the most heavily used suburban routes operated by SEPTA and would benefit from improved connectivity and accessibility to support pedestrians and bus riders. Mr. Adelman acknowledged the recommendation and believed that the applicant would be open to entertain some sort of modifications to address that during the land development process.

**Public Comment**

None

**Reports**

1. Mr. Embick made the BOS report from the October 16 meeting.

**Adjournment (JE/TS) 6-0**

The meeting was adjourned at 9:57 PM.

Respectfully submitted,  
Mila Carter  
Planning Commission Secretary

DRAFT

## LAND DEVELOPMENT APPLICATION SUMMARY

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Date: November 3, 2023  
From: Liudmila Carter, Director of Planning & Zoning

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PROJECT: Oak Lane Project (Athletic Fields Improvements)  
APPLICANT: Westtown School  
ADDRESS: 975 Westtown Road  
UPI: 67-5-27

### **APPLICATION**

This application calls for improvements to the Westtown School athletic fields area located off Oak Lane (private roadway), including construction of a 1,096 square feet support building with ADA access, conversion of two existing grass athletic fields into synthetic turf fields, installation of permanent lighting for one athletic field, electronic scoreboards, 300 seats bleachers, player benches, 4 foot high chain link fence, conversion of existing gravel/grass parking area into paved 93 parking spaces, construction of walking paths, reconstruction of softball fields with dugouts, and installation of associated stormwater management facilities and landscaping. The support building will have team rooms, restrooms, elevator, and storage, and will be served by the campus water system and public sewer. The stormwater management facilities will include two infiltration basins and two subsurface detention/infiltration beds, each to be located beneath the synthetic turf athletic fields.

### **LOCATION AND DESCRIPTION OF SITE**

The property, subject to this application, is located at the corner of E Street Road and Shady Grove Way with E Street Road running along its southern border, Shady Grove Road along the eastern border, Westtown Road along the western portion, and Oak Lane, which is a private roadway, along the northern boundary. The property consists of 195 acres located in the A/C Agricultural/Cluster Zoning District and improved with several buildings, associated parking lots, athletic fields, agricultural fields and greenhouses, and farmer's market.

### **SUBMISSION AND REVIEW**

The applicant submitted the initial preliminary/final land development application on August 3, 2023 and later revised and resubmitted materials to address comments from the Township consultants. The list of items provided by the applicant and submission dates are noted below.

The following items were included in the submission received on August 3, 2023:

1. Preliminary/Final Application form dated July 28, 2023;
2. Preliminary/Final Application letter prepared by Gina Gerber, Esq.;
3. Chester County Subdivision/Land Development Information Form;
4. Engineered Design Lighting Plan prepared by Musco Lighting dated August 3, 2023;
5. Noise Propagation Survey prepared by Everbach Acoustics Consulting dated August 1, 2023;
6. Chapter 102 National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges of Stormwater Associated with Construction Activities (PAG-02) Approval by the Chester County Conservation District (CCCD) dated April 21, 2023;
7. NPDES PCSM Module 2/Post Construction Storm Water Management (PCSM) Report prepared by ELA Group, Inc dated January 27, 2023 last revised March 17, 2023;
8. Preliminary/Final Land Development Plan for Westtown School – Oak Lane Project (sheets 1 to 48) prepared by ELA Group, Inc. last revised August 1, 2023;
9. Daktronics MS-918 Product Specifications for outdoor LED scoreboard display;

10. Daktronics SO-918 Product Specifications for outdoor LED soccer scoreboard display;
11. Township Sewer Capacity Verification letter dated January 24, 2019;
12. Transportation Operational Analysis prepared by Traffic Planning and Design, Inc. last revised July 27, 2023;
13. Waivers/modification request prepared by ELA Group Inc., dated August 1, 2023;
14. Westtown Township Subdivision and Land Development information Sheet.

The following items were included in the submission received on September 28, 2023:

1. Preliminary/Final Land Development Plan for Westtown School – Oak Lane Project (sheets 1 to 48) prepared by ELA Group, Inc. last revised September 19, 2023;
2. Revised waiver/modification request letter prepared by ELA Group Inc., dated September 27, 2023;
3. Erosion and Sediment Control Report prepared by ELA Group, Inc. last revised September 19, 2023;
4. Water Study prepared by ELA Group, Inc. dated September 27, 2023;
5. NPDES PCSM Module 2/Post Construction Stormwater Management Report prepared by ELA Group, Inc. last revised September 19, 2023;
6. Response letter from ELA Group, Inc. dated September 27, 2023 to the Cedarville review letter of September 1, 2023;
7. Response letter from Traffic Planning and Design Inc. dated September 19, 2023;
8. Letter from Daktronics dated September 28, 2023.

The following item was included in the submission received on October 17, 2023:

1. Traffic Waiver/Modifications Requests prepared by Traffic Planning and Design Inc. dated October 17, 2023.

The following items were included in the submission received on October 18, 2023:

1. Waiver/Modification Requests prepared by ELA Group, Inc. dated October 18, 2023;
2. Response letter from Traffic Planning and Design Inc. dated October 18, 2023.

The following items were included in the submission received on October 27, 2023 after the Planning Commission's recommendation and has not been reviewed by the Township consultants:

1. Land Development Resubmission letter prepared by Gina Gerber, Esq. dated October 27, 2023;
2. Response letter to CEG review letter #2 (dated October 13, 2023) prepared by ELA Group Inc. dated October 27, 2023;
3. Opinion of Probable Cost for Public Improvements prepared by ELA Group Inc. dated October 27, 2023;
4. Erosion and Sediment Control Report prepared by ELA Group Inc. last revised October 27, 2023;
5. Preliminary/Final Land Development Plan for Westtown School – Oak Lane Project (sheets 1 to 48) prepared by ELA Group, Inc. last revised October 27, 2023;
6. NPDES PCSM Module 2/Post Construction Storm Water Management Report prepared by ELA Group Inc. last revised October 27, 2023.

### **RELEVANT APPROVALS**

On March 31, 2022, the Zoning Hearing Board has granted the approval for special exception for the area within the land owned by Westtown School as designated on the plan provided at the hearing, for educational and religious uses.

On June 19, 2023, the Board of Supervisors has granted the approval for permanent outdoor lighting of one athletic field, with conditions, via conditional use under Section 170-1514.D(5) of the Westtown Township Zoning Ordinance.

On August 21, 2023, the Board of Supervisors has granted the approval for installation of a solar energy system, with conditions, via conditional use under Section 170-1618.(C) of the Westtown Township Zoning Ordinance.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission completed their discussion on this application at their meeting on October 18, 2023 with the recommendation of approval of the Preliminary and Final Land Development application for the Westtown School Oak Lane project and waivers as requested by the applicant in the October 18, 2023 waiver request letters prepared by Traffic Planning and Design, Inc. and ELA Group Inc., conditioned upon a final resolution of any concerns raised by the Township consultants.





October 18, 2023

Ms. Mila Carter  
Director of Planning and Zoning, Asst. Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

RE: Westtown School – Oak Lane Project  
Preliminary/Final Land Development Application  
Waiver/Modification Requests

Dear Ms. Carter:

As part of the Land Development Application for the above referenced project, we are requesting waivers/modifications of several provisions of Westtown Township's *Subdivision of Land* (Chapter 149) and *Stormwater Management* (Chapter 144) Ordinances. The specific ordinance sections for which relief is being requested, as well as the accompanying justification, follows:

**§144-311.B(3) and §149-803.B(3)(c)**

Ordinance Requirement: *"All inlets shall be precast concrete, PennDOT type and shall have bicycle-safe-type grate."*

Proposed Modification: Allow HDPE Drain Basins in lieu of concrete inlets in select locations.

Justification: The plan proposes several HDPE Nyloplast Drain Basins around the synthetic turf multipurpose fields to prevent runoff from flowing onto the field, which presents maintenance issues. The proposed drainage areas are minimal, and the inlets will not be subject to vehicular loading and thus concrete inlets are not necessary. The proposed inlets will provide adequate drainage capacity while being aesthetically favorable.

**§144-311.B(4) and §149-803.B(3)(d)**

Ordinance Requirement: *"Inlets shall have a minimum two-inch drop from all inlet pipe invert elevations to most shallow outlet pipe invert elevation"*

Proposed Modification: To reduce the requirement of a two-inch drop from all inlet pipe invert elevations to most shallow outlet pipe invert elevation to a 1.2" drop in most cases and to zero inches of drop in the nine (9) structures along one pipe run where cover over the pipe is an issue (this pipe run is more fully described below).

Justification: The proposed pipe networks generally provide a minimum 1.2” drop across the inlet structures where the design allows. The pipe run from Inlet I-B14 to EW-2 is a relatively long run with limited drop, relative to the length of the run, and does not allow for a drop across the inlets.

**§144-311.B(8) and §149-803.B(3)(g)**

Ordinance Requirement: “*Storm sewers shall have a minimum inside diameter of 15 inches.*”

Proposed Modification: Reduce the minimum storm sewer size to eight inches.

Justification: The proposed 8” pipes are to be connected to small, 12” diameter area drains that will receive limited runoff. Pipe capacity calculations are provided which show that the proposed pipe sizes are adequate for all storm events. Further, inlets I-B14 and I-B13 and the associated pipes provide minimal cover in order to drain to the necessary outlet location. Given the lack of available cover, providing larger pipes would not be feasible.

**§144-311.B(9) and §149-803.B(3)(h)**

Ordinance Requirement: “*Storm sewers shall have a minimum cover of 24 inches, unless compliance with PennDOT and manufacturers' specifications can be demonstrated to the satisfaction of the Township Engineer.*”

Proposed Modification: Reduce the required cover for storm sewers in lawn areas from 24” to 12”.

Justification: Based on the length of the proposed storm sewer runs it is not practical to provide 24” of cover at the most upstream inlets and in the case of inlets I-B14 and I-B12 it is not possible to provide more than 12” of cover while maintaining a minimum 0.5% pipe slope. A minimum 12” of cover in non-vehicular traffic areas is a relatively common engineering standard and is adequate to prevent crushing under normal circumstances.

**§144-311.B(11)**

Ordinance Requirement: “*Velocity within the storm sewer system shall be no less than three feet per second and no greater than 11 feet per second for the design storm peak flow.*”

Proposed Modification: Allow velocities within storm sewers to be less than three feet per second.

Justification: Due to minimal drainage areas for drain basins surrounding the synthetic turf fields and minimal outflows from the subsurface infiltration beds combined with minimal pipe slopes of approximately 0.5% a velocity of 3 feet per second cannot be achieved.

**§144-311.C(3) and §149-803.B(4)(c)**

Ordinance Requirement: “*The bottom of the basin shall have a minimum slope of 2% and any channel shall have a minimum slope of 0.5%.*”

Proposed Modification: Allow 0% slope for infiltration/water quality basin bottoms.

Justification: In order to maximize the filtration/infiltration area and avoid a low spot near the outlet structure, flat basin bottoms are being proposed for Infiltration Basins (BMP's 1 & 4), which is consistent with generally accepted engineering principles for BMP's intended to infiltration.

#### **§144-311.C(5) and §149-803.B(4)(e)**

Ordinance Requirement: *"The barrel shall be concrete pipe with anti-seep collars with a minimum projection of two feet beyond the pipe. Anti-seep collar design calculations shall be provided."*

Proposed Modification: Allow smooth lined corrugated high-density polyethylene (SLCPP) outlet pipes for basins. Also allow concrete anti-seep collars for BMP's 1 & 4 to be designed in accordance with the PADEP E&S Control Manual.

Justification: SLCPP pipes have proven to be superior to concrete pipes in terms of longevity and economy and are now approved for use by PENNDOT. Additionally, the burial depths are well within the cover limits specified by the pipe manufacturer. Regarding anti-seep collars, based on calculations provided in the report and in accordance with guidance provided in the PADEP E&S Control Manual the proposed anti-seep collar dimensions/configuration for BMP's 1 & 4 are adequate.

#### **§ 149-700.A.**

Ordinance Requirement: *"Within 60 days after approval of the preliminary plan, a final plan and all necessary supplementary data shall be officially submitted to the Township. However, an extension of time may be granted at the option of the Board of Supervisors upon written request of the applicant."*

Proposed Modification: Submission of a combined Preliminary and Final Land Development Plan for review and approval by Westtown Township.

Justification: The scope of the proposed project is relatively limited and Applicant is submitting sufficient information and materials to satisfy the requirements for final land development plan review and approval with this Application. Section 149-600.C. of the SALDO permits the Township to review a Preliminary Plan for final approval under certain circumstances which are met with this Application. Efficiency in review and approval by the Township's consultants, staff and representatives will be served by the combined Preliminary and Final Land Development Plan Application submission.

#### **§149-702.B(7) and §144-402.C(7)**

Ordinance Requirement: *"The total tract boundary lines of the area being developed with accurate distances to hundredths of a foot and bearings to the nearest second. These boundaries shall be balanced and closed with an error closure not less than one foot in 10,000 feet; provided, however, that the boundary(ies) adjoining additional unplatted land of the subdivider for example, between separately submitted final plan sections are not required to be based upon field survey, and may be calculated. Existing and proposed monuments shall be indicated, along with a statement of the total area of the property being developed. In addition, the engineer or surveyor shall certify to the accuracy of the survey and that the drawn plan is in conformance with Township chapters."*

Proposed Modification: In lieu of providing a boundary survey complete with boundary lines having bearings and distances in strict conformance with the Ordinance and sealed by a Professional Land Surveyor or Engineer, provide instead a Deed Plot based on best available public records (County GIS and UPI).

Justification: Due to the age and illegibility of the deeds of record and the immense size of the Westtown School’s land holdings, the School does not have (and cannot obtain without an enormously intensive undertaking) a property boundary survey meeting the requirements outlined in the Ordinance. Similar to recent land development projects undertaken on the Westtown School grounds (including but not limited to the Lane House), the proposed project is not situated close to any areas of the campus where the ownership of the land is questionable or in dispute. Similarly, the development is not being proposed in close proximity to a public right-of-way and thus encroachment onto lands not under Westtown School ownership is not a concern.

**§149-925.G(1)**

Ordinance Requirement: “*Lot or perimeter yard requirements. Each yard shall be landscaped as follows:*”

<b>Landscaping Per 100 Linear Feet</b>			
	<b>Canopy Trees Mature Height Over 30 Feet</b>	<b>Ornamental Flowering Trees</b>	<b>Shrubs</b>
<u>Single-family detached dwelling</u>			
Street frontage	1.5	0.5	
All other property lines	0.5	0.5	
<u>All other dwellings</u>			
Street frontage(s)	1.0	0.5	4.0
All other property line	0.5	0.5	2.0
<u>Nonresidential</u>			
Street frontage(s)	2.0	1.5	6.0
All other property lines	1.0	1.0	3.0

Proposed Modification: Provide perimeter landscaping consistent with what had been negotiated with adjoining property owners for the recent solar farm application and as directed by the Board of Supervisors during the Conditional Use Hearing for the Athletic Field Lighting. The proposed perimeter landscaping is limited to canopy trees, ornamental/flowering trees, and evergreen trees (no shrubs) and is provided only along the portions of Shady Grove Way where views into the proposed development exist from adjoining properties (roughly between the northern property boundary and Thrush Ln to the south).

Justification: The perimeter of the subject tract follows three (3) different road frontages and other lands owned by the Westtown School. The vast majority of the subject tract’s perimeter is adjacent to actively cultivated farm fields (more than 113 acres of this parcel are leased by others for agricultural purposes). Planting trees and shrubs between a road and a farm field will decrease the agricultural productivity of the leased lands by reducing the field areas – either from direct encroachment or through the casting of shadows within which crops will not thrive. Perimeter

landscaping will also impede farm equipment from accessing these fields. Perimeter landscaping is not proposed along Oak Lane because the right-of-way has been vacated and both sides of the road are in common ownership. Also, Oak Lane is already lined by mature canopy trees on both sides.

Should you have any questions, please do not hesitate to call me. We thank you for your time and consideration of these waiver/modification requests.

Sincerely,  
**ELA GROUP, INC.**

A handwritten signature in black ink, appearing to read "Jason C. Best", with a long horizontal stroke extending to the right.

Jason C. Best, RLA  
Senior Project Manager  
Corporate Office

\\1091-001 Oak Lane Project\Project Files\Project Documents\Land Development\Final LD\2023-10-18 Mod Req Ltr.docx



TRAFFIC PLANNING AND DESIGN, INC.

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

**October 18, 2023**

Mr. Russell Hatton, Chair  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

**RE: Response Letter –Township Traffic Review Letter**

Westtown School Oak Lane Project  
*Westtown Township, Chester County*  
TPD Job #WESC.00003

Dear Mr. Hatton:

This letter pertains to the Oak Lane Project located at the east of the Westtown Road & Oak Lane intersection in Westtown Township, Chester County, PA. Traffic Planning and Design, Inc. (TPD) has prepared this response letter to address comments contained in the October 13, 2023 review letter, prepared by Albert Federico Consulting, Inc. (attached for reference). For the discussion below, the review comments are shown in bold and italic type, with the corresponding TPD response shown in regular type:

**CONDITIONAL USE APPROVAL COMMENTS**

- 1. Truck Turning Templates Demonstrating Emergency Access (#4) – Satisfied. The submitted Land Development plan includes turning exhibits.***

Response: So noted.

- 2. Oak Lane and Westtown Road Sight Distance (#6) – Outstanding. The submitted plans do not illustrate acceptable sight distances.***

Response: Will Comply. The plans will be updated accordingly.

- 3. Oak Lane Flashing Signal (#7) – In progress. The School has requested that the permit be voided. The plans should be revised to clearly indicate the removal of the flashing warning device.***

Response: Will Comply. The signal permit plan has been voided by PennDOT District 6-0. The plans will be updated accordingly to indicate removal of the flashing signal.

**LAND DEVELOPMENT PLAN COMMENTS**

- 4. As previously noted, Westtown Road is classified as a Collector; the Board may require dedication of additional right-of-way along the site frontage. (§149-903C.1) The Applicant***

***has indicated that a partial Waiver will be requested to defer dedication until there is a plan for the improvement of Westtown Road at Oak Lane. There is no objection to the request; however, additional consideration should be given to how the right-of-way would support a long-term improvement. It may be appropriate for the offer to be fully on the east side of Westtown Road, away from the existing house.***

Response: The applicant recognizes that the current right-of-way for Westtown Road does not meet the current functional classification of the road. The applicant proposes to reserve 13.5' feet of additional right-of-way on the south side of Westtown Road east of Oak Lane, and on the east side of Westtown Road north of Oak Lane. The plans will be updated accordingly. Should PennDOT wish to improve Westtown Road in the future, the applicant commits to working with PennDOT to provide necessary right-of-way for future improvements. Please also reference October 17, 2023 Traffic Waiver Request letter.

**5. As previously noted, revise the right-of-way lines to show Oak Lane as a private road.**

Response: Oak Lane was formally vacated by Westtown Township (refer to Ordinance 2001-4) and has been labeled as "Private" on the land development plans. We have removed what we believe to be the former right-of-way line along the south side of Oak Lane; the line on the north side remains. These lines were shown previously on the land development plans because they still appear in Chester County's GIS database (ChescoViews), which we are relying upon in the absence of a boundary survey (a modification has been requested).

**6. As previously noted, a minimum 35-foot radius curb return should be provided for Oak Lane at Westtown Road. {§149-907F}. The Applicant has indicated that a Waiver will be requested. Additional information demonstrating how the literal compliance is unreasonable, would cause undue hardship, or the alternative standard providing equal or better results.**

Response: As indicated in our prior response, the installation of the required 35' turn radius will not provide measurable safety improvements, and will significantly alter existing grading and drainage patterns. The current radius of the north corner is 20 feet and accommodates the vehicles currently using the driveway. This driveway is not utilized by the school for deliveries therefore the need to accommodate larger vehicles is not necessary.

Given the lack of accident history at this intersection, there is no evidence that enlarging the radius to meet the ordinance requirement would provide any identifiable benefit.

As illustrated in Exhibits A and B, there is no tangible benefit to improving sight distance by relocating the existing wall as a result of installing a 35' foot radius per the ordinance (location and shape of relocated wall in Exhibit B for illustrative purposes only).

Installing the larger radius would have an identifiable hardship on the Applicant because it would affect the existing stormwater patterns to the swale along the east side of Westtown Road, and increase the amount of impervious surface. The modification would require significant grading changes to an existing stormwater management swale, and the relocation of the adjacent utility pole. Furthermore, the proposed development will not result in any change to the existing condition or impact this intersection.

Please also reference October 17, 2023 Traffic Waiver Request letter.

- 7. As previously noted, clearly document the available and required sight distance at the intersection of Oak Lane and Westtown Road for exiting vehicles and entering left turns. (§149-908C). The sight triangles should be illustrated graphically (refer to PennDOT Form M-950S) and demonstrate that sight lines are not obstructed by the adjacent walls (exiting vehicles) and the house opposite the driveway (entering left turns).**

Response: Will Comply. The plans will be updated accordingly.

- 8. As previously noted, clearly document the available and required sight distance for exiting vehicles at the parking area egress and Oak Lane. (§149-915K.5). The sight triangles should be illustrated graphically and demonstrate that sight lines are not obstructed by the adjacent embankment or proposed landscaping.**

Response: Will comply. The plans will be updated accordingly.

- 9. As previously noted, clearly indicate the removal of the existing Flashing Warning Device along Oak Lane.**

Response: Will comply. The plans will be updated accordingly.

- 10. As previously noted, ensure that the turning areas along the proposed paths are graded to provide a compliant level area.**

Response: The Applicant has demonstrated compliance with the applicable requirements. Refer to Sheet 32 of the Land Development Plans, where each of the curb ramps and associated landings are shown in detail complete with spot grades and slope arrows.

- 11. As previously noted, clearly indicate if the arrows in the parking area are illustrative or to be installed, and provide pavement marking details for the crosswalks, stop legend, arrows (if needed) and accessible parking spaces.**

Response: Sheet 11 of Land Development Plans, Submission #2 indicated that the arrows are "Painted Directional Arrow (Typ.)". The plans will be updated with additional details regarding crosswalks, stop legend, arrows and accessible parking spaces.



**WAIVERS/MODIFICATIONS REQUEST**

**12. Provide pavement marking details for the crosswalks, stop legend, arrows (if needed) and accessible parking spaces.**

Response: Will Comply. The plans will be updated accordingly.

We hope that these responses are helpful. If you require additional information, please feel free to contact us.

Sincerely,

TRAFFIC PLANNING AND DESIGN, INC.



Alex Meitzler, P.E., PTOE  
Regional Manager

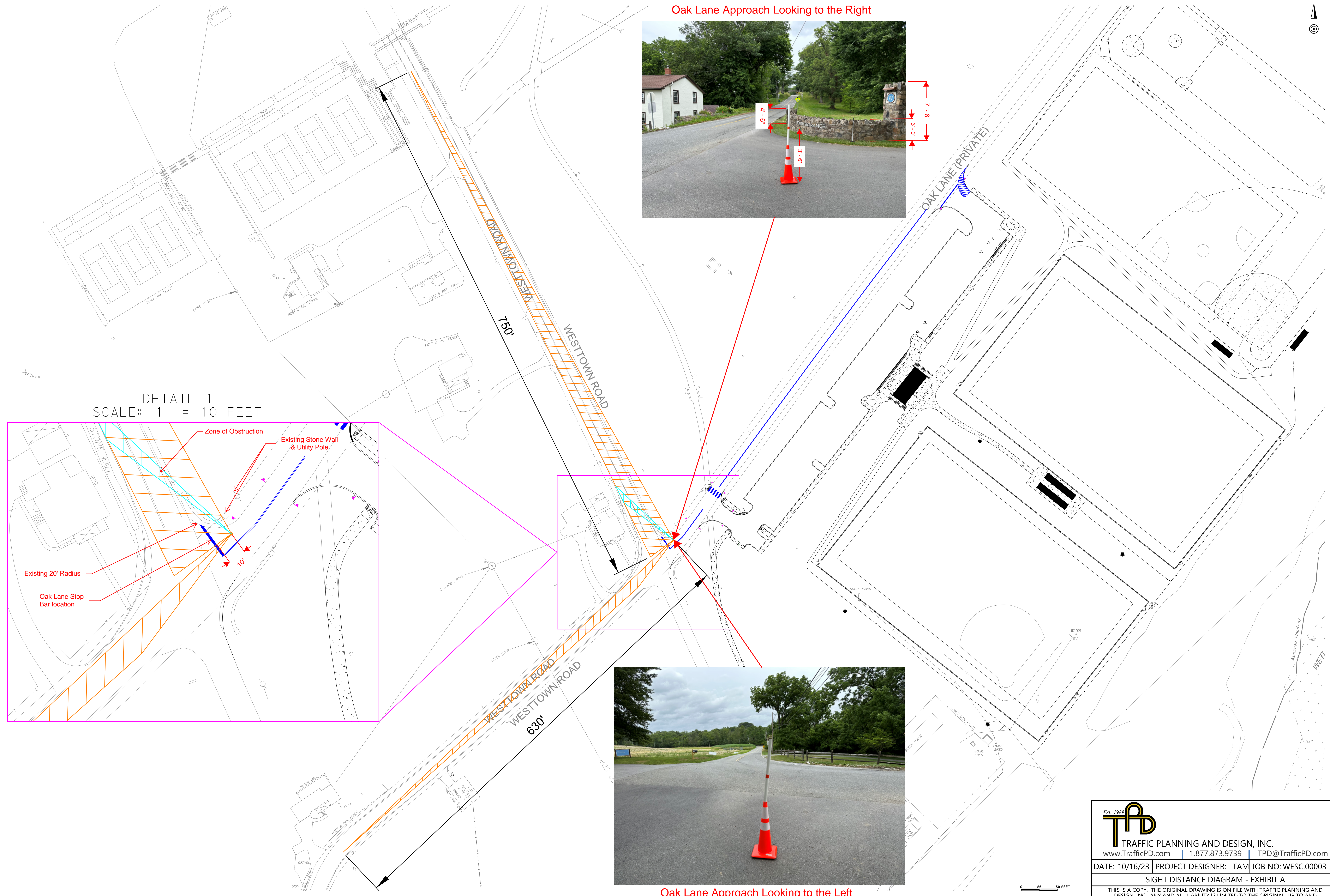
ameitzler@trafficpd.com

Attachment: 10/13/23 Township Traffic Review Letter

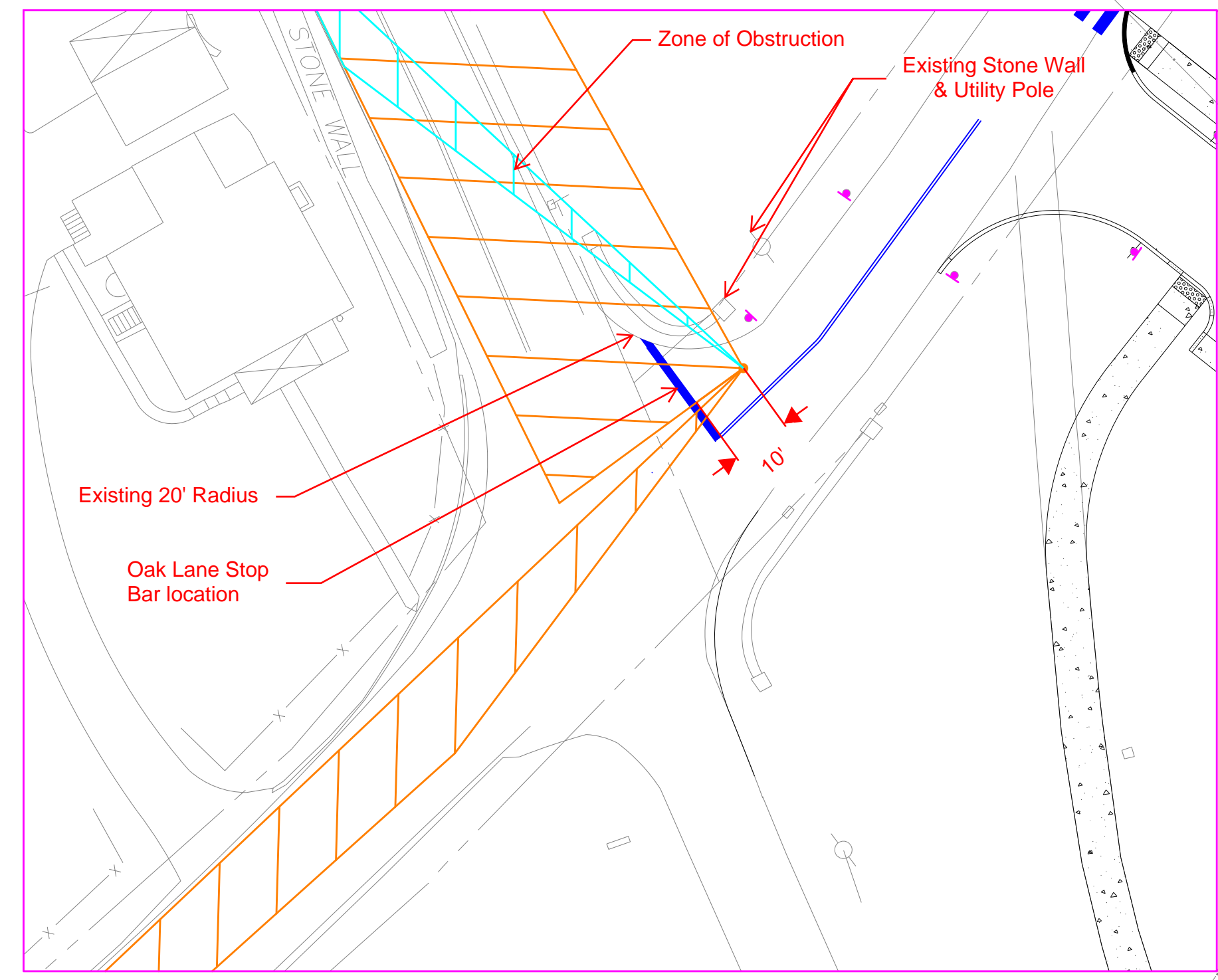
cc: Westtown Township  
Project Team (via Email)  
TPD File

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Oak Lane Approach Looking to the Right



DETAIL 1  
SCALE: 1" = 10 FEET



Oak Lane Approach Looking to the Left

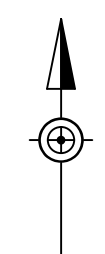
Est. 1989  
**TPD**  
 TRAFFIC PLANNING AND DESIGN, INC.  
 www.TrafficPD.com | 1.877.873.9739 | TPD@TrafficPD.com

DATE: 10/16/23	PROJECT DESIGNER: TAM	JOB NO: WESC.00003
SIGHT DISTANCE DIAGRAM - EXHIBIT A		

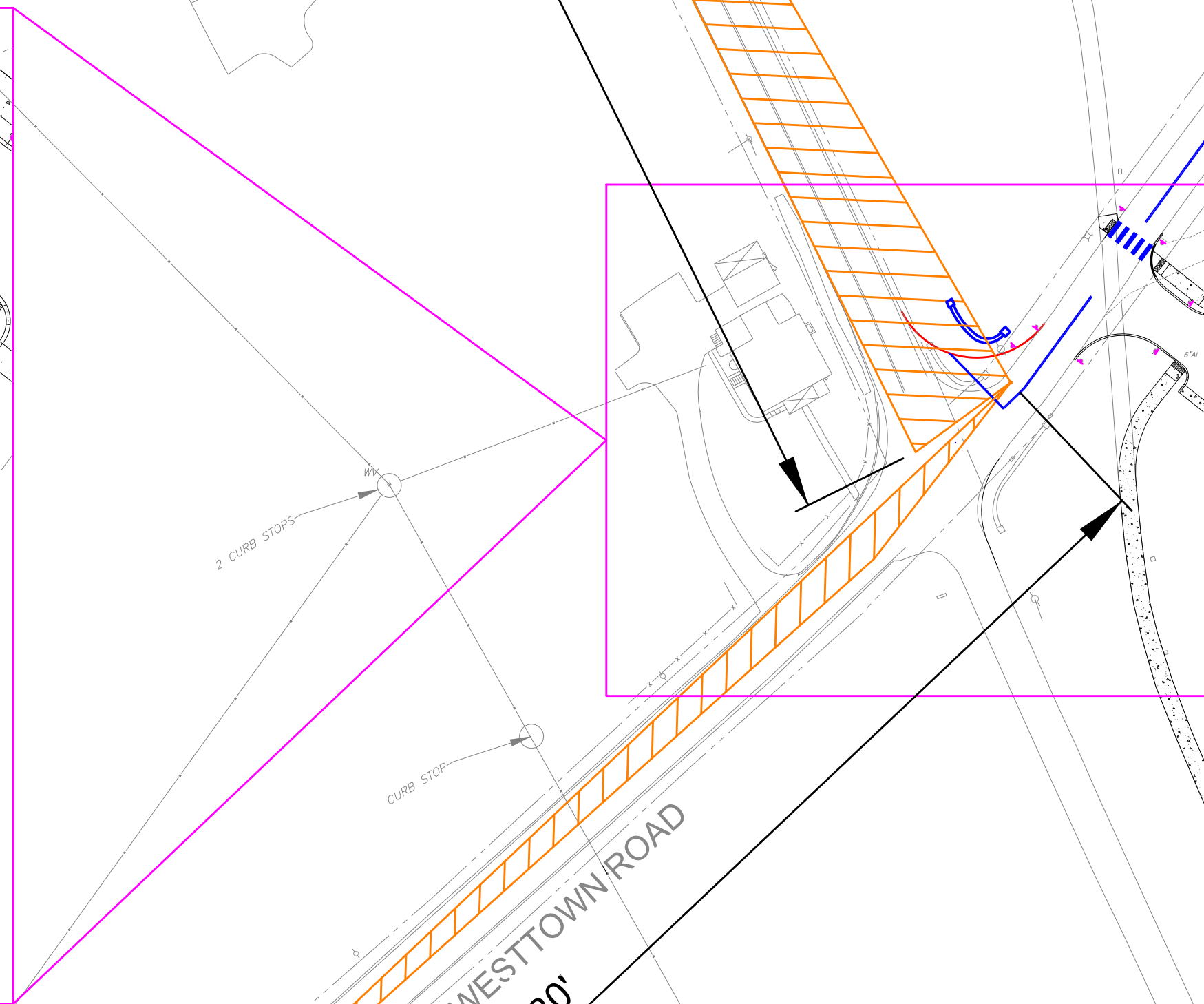
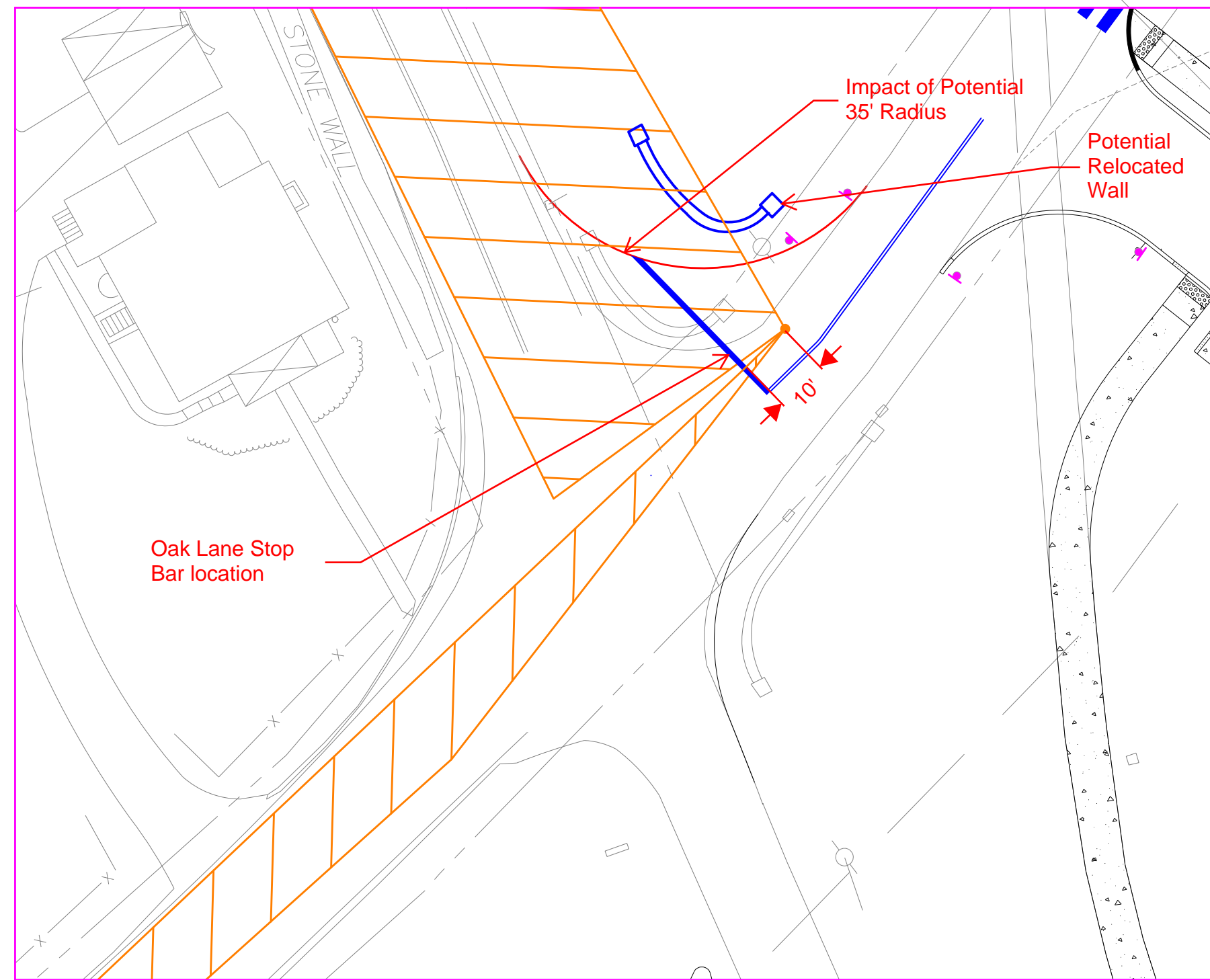
THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH TRAFFIC PLANNING AND DESIGN, INC. ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

DRN BY: EK

0 25 50 FEET



DETAIL 1  
SCALE: 1" = 10 FEET



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**TPD**  
TRAFFIC PLANNING AND DESIGN, INC.  
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DATE: 10/16/23 | PROJECT DESIGNER: TAM | JOB NO: WESC.00003

SIGHT DISTANCE DIAGRAM (WALL RELOCATED) - EXHIBIT B

THIS IS A COPY. THE ORIGINAL DRAWING IS ON FILE WITH TRAFFIC PLANNING AND DESIGN, INC. ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE LAST REVISIONS.

DRN BY: EK



750'

WESTTOWN ROAD

OAK LANE (PRIVATE)

WESTTOWN ROAD  
630'

ASTROWOOD FRODOXY

WEST

SCOREBOARD

GREEN HOUSE

FRAME SHED

WATER LID

WV

50'

500' 500'



**ALBERT FEDERICO CONSULTING, LLC**

**Traffic Engineering and Mobility Solutions**

133 Rutgers Avenue  
Swarthmore, PA 19081

October 13, 2023

**via email only**  
**c/o Liudmila Carter, Assistant Township Manager**

Russell Hatton, Chair  
Westtown Township Planning Commission  
1039 Wilmington Pike  
West Chester, PA 19382

**Re:** Westtown School Oak Lane Project - Traffic Review  
Westtown Township, Chester County

**Mr. Hatton:**

As requested, the following materials have been reviewed for compliance with applicable sections of the Westtown Township Code, as well as reasonable and customary standards for Traffic Engineering practice:

- o Preliminary/Final Land Development Plan for Westtown School - Oak Lane Project (sheets 1, 8-14, 23, 28-29 only), prepared by ELA Group, Inc., dated January 27, 2023, revised September 19, 2023
- o Response Letter – Township Traffic Engineer Review Letter, prepared by Traffic Planning and Design, dated September 19, 2023
- o Waivers Modifications/Requested, prepared by ELA Group, Inc., dated September 27, 2023

The applicant is proposing to modify the existing athletic fields, including installing turf fields and adding lights. Primary vehicular access is proposed to Westtown Road via Oak Lane. A new parking area is proposed along the south side of Oak Lane, and the project includes new internal pedestrian facilities.

The following comments are offered for the Township's consideration:

**Conditional Use Approval**

1. Truck Turning Templates Demonstrating Emergency Access (#4) – *Satisfied*. The submitted Land Development plan includes turning exhibits.
2. Oak Lane and Westtown Road Sight Distance (#6) – *Outstanding*. The submitted plans do not illustrate acceptable sight distances. As discussed with the Applicant's Traffic Engineer additional coordination is required to develop a long-term plan to improve the sight distance along the inside of the curve opposite of the site access.
3. Oak Lane Flashing Signal (#7) – *In progress*. The School has requested that the permit be voided. The development plans should be revised to clearly indicate the removal of the flashing warning device.



**ALBERT FEDERICO CONSULTING, LLC**

**Land Development Plans**

4. As previously noted, Westtown Road is classified as a Collector; the Board may require dedication of additional right-of-way along the site frontage. {§149-903C.1} The Applicant has indicated that a partial Waiver will be requested to defer dedication until there is plan for the improvement of Westtown Road at Oak Lane. There is no objection to the request; however, additional consideration should be given to how the right-of-way would support a long-term improvement. It may be appropriate for the offer to be fully on the east side of Westtown Road, away from the existing house.
5. As previously noted, revise the right-of-way lines to show Oak Lane as a private road.
6. As previously noted, a minimum 35-foot radius curb return should be provided for Oak Lane at Westtown Road. {§149-907F} The Applicant has indicated that a Waiver will be requested. Additional information demonstrating how literal compliance is unreasonable, would cause undue hardship, or the alternative standard providing equal or better results.
7. As previously noted, clearly document the available and required sight distance at the intersection of Oak Lane and Westtown Road for exiting vehicles and entering left turns. {§149-908C} The sight triangles should be illustrated graphically (refer to PennDOT Form M-950S) and demonstrate that sight lines are not obstructed by the adjacent walls (exiting vehicles) and the house opposite the driveway (entering left turns).
8. As previously noted, clearly document the available and required sight distance for exiting vehicles at the parking area egress and Oak Lane. {§149-915K.5}. The sight triangles should be illustrated graphically and demonstrate that sight lines are not obstructed by the adjacent embankment or proposed landscaping.
9. As previously noted, clearly indicate the removal of the existing Flashing Warning Device along Oak Lane.
10. As previously noted, ensure that the turning areas along the proposed paths are graded to provide a compliant level area. Supplemental grading details may be warranted.
11. As previously noted, clearly indicate if the arrows in the parking area are illustrative or to be installed, and provide pavement marking details for the crosswalks, stop legend, arrows (if needed) and accessible parking spaces.

**Waivers/Modifications Request**

12. Ensure that previously noted waiver/modifications are included in future requests and reflected on the development plans.

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

Sincerely,

Albert Federico, P.E., PTOE



November 16, 2023

Jon Altshul, Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

RE: Westtown School Athletic Field – Oak Lane Project  
Land Development Review – Third Review  
Westtown Township  
0236-23-0213

Dear Mr. Altshul,

As requested, Cedarville Engineering Group, LLC (CEG) has completed a Land Development Review for Westtown School Athletic Field – Oak Lane Project. The site (Parcel ID number 67-2-27) comprises roughly 195 acres and is located on the south side of Oak Lane, in the Agricultural/Cluster Residential (A/C) Zoning District of Westtown Township. The project includes: the construction of two (2) athletic fields, associated parking, relocation of the existing softball field, a support building, and stormwater management facilities.

The following information was received by our office on October 18, 2023:

- A. Waiver/Modification Requests letter prepared by ELA Group, Inc., dated October 18, 2023.

The following information was received by our office on October 27, 2023:

- A. Full size Plan titled “Preliminary/Final Land Development Plan for Westtown School – Oak Lane Project” consisting of 49 Sheets (1-23, 24A, and 24-48 of 48), prepared by ELA Group, Inc., dated January 27, 2023, and last revised October 27, 2023.
- B. Submission Cover Letter prepared by Riley Riper Hollin & Colagreco, dated October 27, 2023.
- C. Response Letter prepared by ELA Group, Inc., dated October 27, 2023.
- D. NPDES PCSM Module 2/Post Construction Stormwater Management Report dated January 27, 2023, last revised October 27, 2023.
- E. Erosion and Sediment Control Report prepared by the ELA Group, Inc., dated January 27, 2023, and last revised September 19, 2023.
- F. Engineer’s Opinion of Probable Cost for Public Improvements prepared by ELA Group, Inc., dated October 27, 2023.



The plan has been granted conditional use approval on June 19, 2023 with the following conditions:

- 1) The Applicant shall consider during land development the installation of emergency backup lighting to illuminate segments of the pathway leading from the parking lot to the athletic field where the pole lights will be installed.

**CEG Comment: The lighting has been shown on the Plan. This condition has been satisfactorily addressed.**

- 2) Lighting for all parking lots associated with the use of the athletic fields shall comply with all applicable Township Ordinances and regulations.

**CEG Comment: This comment has been satisfactorily addressed.**

- 3) All conditions of the conditional use approval imposed by the Board shall be clearly set forth on the Land Development Plans and recorded as conditions of final Land Development Approval.

**CEG Comment: The conditions set forth by the Conditional Use Decision have been shown on Sheet 1 of the Land Development Plans. This condition has been satisfactorily addressed.**

- 4) The Applicant shall provide truck turning templates to the Township demonstrating that emergency vehicles may safely access the parking lot located closest to the athletic fields.

**CEG Comment: CEG defers to the Township’s Traffic Engineer to confirm compliance.**

- 5) The Applicant shall provide the specifications for the scoreboard which must meet all relevant Township Ordinance requirements.

**CEG Comment: This comment has been satisfactorily addressed.**

- 6) The Applicant shall analyze the intersection of Oak Lane and Westtown Road and coordinate improvements with the Township and its consultants to the extent necessary to address visibility and ensure appropriate sight distance.

**Comment: CEG defers to the Township’s Traffic Engineer to confirm compliance.**

- 7) If required by PennDOT or Township criteria, the Applicant shall obtain a permit for the existing flashing signal that was installed on Oak Lane.

**CEG Comment: CEG defers to the Township’s Traffic Engineer to confirm compliance.**

- 8) The Applicant shall provide specifications for the public announcement system and such system must comply with all relevant Township Ordinance criteria.

**CEG Comment: The Noise Propagation Survey prepared by Everbach Acoustics shall address comment number 7 in CEG’s May 5, 2023 Conditional Use Review Letter.**

**CEG Comment: This comment has been satisfactorily addressed.**



- 9) If the Applicant or its agent(s) obtains conditional use approval for the installation of solar panels on its property, it shall provide consistent landscaping buffers on the Land Development Plan associated with the athletic field's improvements as well as the Plans for solar panel installation.

**CEG Comment: The applicant has satisfactorily addressed comments pertaining to landscaping.**

- 10) The Applicant and the use and development of the Property shall comply with the representations and commitments made in the testimony and exhibits presented at the hearing to the Board.

**CEG Comment: CEG defers to the Zoning Officer to confirm compliance.**

- 11) The Applicant and the use and development of the Property shall comply in all respects with all ordinances and regulations of Westtown Township and with all applicable provisions of any statute, ordinance, or regulation of any municipal or governmental entity having jurisdiction over the Property or the uses thereon.

**CEG Comment: The Plans shall comply with this Review Letter and all correspondence provided by the Township and its consultants.**

- 12) The athletic field light system may only be energized in conjunction with an event directly related to and under the control of the educational or sports program of Westtown School. No private organizations or other public entities may use the athletic field lights for lighted events of any reason.

**CEG Comment: Notes stating the above condition have been added to the Plan. This condition may be considered satisfactorily addressed.**

The following waivers have been requested by the Applicant:

- I. Section 144-311.B.(3) and Section 149-803.B.(3).(c) – to allow for HDPE drain basins in select locations instead of precast concrete.

**CEG offers no objection to consideration to allow HDPE drain basins in lieu of precast concrete inlets for the following inlets as shown on the Plans in the vicinity of the fields: I-B6, I-B12A, I-B14, I-B13, I-B12, I-B11, I-B10, and I-B9.**

- II. Section 144-311.B.(4) and Section 149-803.B.(3).(d) – to allow for 0” drop between invert in elevations to structures and the subsequent invert out elevations.

**CEG offers no objection to consideration of relief from providing a minimum two-inch drop in inlets in the pipe run from I-B14 to EW-2.**

- III. Section 144-311.B.(8) and Section 149-803.B.(3).(g) – to reduce the minimum storm sewer size to 8 inches.



**CEG offers no objection to consideration of relief from minimum pipe diameter of 15 inches to allow 12 inches, 10-inch, and 8-inch diameter pipes from A-A11 to I-A8, I-B14 to OCS-2, I-B6 to MH-B3, and I-B12A to I-B12.**

- IV. Section 144-311.B.(9) and Section 149-803.B.(3).(h) – to reduce the minimum cover for storm sewers in lawn areas from 24” to 12”.

**CEG offers no objection to consideration of relief from providing 24 inches of cover over pipes for pipes located in lawn or field areas, provided that a minimum of 12 inches of cover is provided.**

- V. Section 144-311.B.(11) – to reduce the minimum pipe velocity to less than 3 feet per second.

**CEG offers no objection to consideration of relief to allow a minimum pipe velocity of less than 3 feet per second for storm pipes, applicable to pipes with a slope of less than 0.75%.**

- VI. Section 144-311.C.(3) and Section 149-803.B.(4).(c) – to allow for a 0% basin bottom slope to promote infiltration.

**CEG offers no objection to consideration of relief as it applies to BMP 1 to support infiltration in the BMP.**

**CEG offers no objection to consideration of relief as it applies to BMP 4, The facility has been designed in accordance with applicable criteria set forth in Sections 144-305 and 144-306 of the Stormwater Management Ordinance as designed.**

- VII. Section 144-311.C.(5) and Section 149-803.B.(4).(e) – to allow for SLCPP in lieu of concrete pipes for basin outlet barrels and to reduce the minimum anti-seep collar projection based on dimensions calculated following the PA DEP E&S Manual.

**CEG offers no objection to consideration of relief from using concrete pipes for the basin outlet.**

- VIII. Section 149-700.A – to allow for submission of a Preliminary/Final Plan instead of a Preliminary then Final Plan.

**CEG offers no objection to consideration of this request.**

- IX. Section 149-702.B.(7) and Section 144-402.C.(7) – to not provide a full boundary of the parcel with bearing and distances on the Plan.

**CEG offers no objection to consideration of this request due to the extents of the property with respect to the size and location of the Project.**

- X. Section 149-925.G.(1) – to provide perimeter plantings consistent with what had been negotiated during the Conditional Use Hearing for the Athletic Field.

**CEG offers no objection to consideration of this request, based upon the landscaping shown on the Landscape Plan.**

The referenced documents have been reviewed for compliance with Chapter 80 – Erosion, Sediment Control and Grading, Chapter 144 – Stormwater Management, Chapter 149 – Subdivision and Land Development Ordinance, and 170 – Zoning Ordinance.

Chapter 80 – Erosion, Sediment Control and Grading

1. *Section 80-5.B – A topographical survey of the site, at a suitable scale of no less than one inch equals 50 feet and contour interval of no more than two feet zero inches, prepared by a registered surveyor or registered engineer, including also a boundary line survey, the location and description of vegetative cover, soil types (available from Chester County Soil Conservation District) and any other pertinent existing natural or man-made features.*

*Section 80-5.D – A written description of soil erosion and sediment and control measures (with appropriate plans and specifications), in accordance with standards and specifications of the USDA Soil Conservation Service, Chester County Conservation District and Township ordinances, including, without limitation, retention basins or other control measures necessary to limit the rate of stormwater runoff to comply with the requirements of § 80-6C hereof.*

**Current Comment: The comments have been satisfactorily addressed.**

Chapter 144 – Stormwater Management

2. *Section 144-108 – For all activities requiring submittal of a stormwater management (SWM) site plan that involve subdivision or land development, the applicant shall post financial security to the municipality for the timely installation and proper construction of all stormwater management facilities as required by the approved SWM site plan and this chapter, and such financial security shall:
  - A. *Be equal to or greater than the full construction cost of the required facilities except to the extent that financial security for the cost of any of such improvements is required to be and is posted with the Pennsylvania Department of Transportation in connection with a highway occupancy permit application; and*
  - B. *Be determined, collected, applied and enforced in accordance with Sections 509 through 511 of the MPC and the provisions of the municipality's Subdivision and Land Development Ordinance (SALDO)**

*Section 144-403.G – Financial security, per the requirements of § 144-108, shall be submitted to the municipality prior to approval of the SWM site plan.*

September 1, 2023 Comment: Financial security in an amount acceptable to the Township shall be provided prior to Plan recording. A Construction Cost Estimate shall be submitted for review and approval, with the required financial security incorporated into a Developer's Agreement to be executed prior to Plan recording.

October 13, 2023 Comment: The Applicant has responded that an Opinion of Probable Costs will be submitted for review and approval. The previous comment remains applicable.

**Current Comment: The following shall be addressed:**

- The sanitary and water line items shall be removed from the provided estimate. If required by Westtown Township Sewer and Water Authority(ies) a separate estimate shall be prepared.
- The unit cost for Earth Cut and Earth Fill shall be increased to \$5.50.
- The unit cost for Inlet Protection shall be increased to \$300.00.
- The unit cost 12” Compost Filter Sock shall be increased to \$8.00.
- The unit cost for Rock Construction Entrance shall be increased to \$3,000.00.
- The unit cost for Slope Matting shall be increased to \$6.00.
- The unit cost for the Sediment Trap shall be increased to \$15,000.00.
- The unit cost for the Sediment Basin shall be increased to \$20,000.00.
- The quantity and unit cost for Tree Protection Fencing shall be increased to 380 LF with a price of \$5.50.
- An additional line item shall be added for a Pumped Water Filter Bag with a quantity of 1 and a unit cost of \$400.00.
- An additional line item shall be added for Erosion Control Maintenance and Removal with a quantity of 1 and a unit cost of \$1,500.00.
- The quantity for the Pedestrian Path Paving shall be increased to 1550 square yards.
- The line item for DWS shall be removed and replaced with ADA Ramps with a quantity of 8 and a unit cost of \$3,500.00.
- The unit cost of Cobblestone Curb shall be increased to \$55.00.
- The unit cost of Concrete Wheel Stops shall be increased to \$135.00.
- An additional line item shall be added for Roadway Restoration with a quantity of 23 square yards and a unit cost of \$55.00.
- The unit cost for 8” SLCPP shall be increased to \$40.00.
- The unit cost for 10” SLCPP shall be increased to \$44.00.
- The unit cost for 12” SLCPP shall be increased to \$48.00.
- The unit cost for 15” SLCPP shall be increased to \$53.00.
- The unit cost for Type M Inlet shall be increased to \$3,000.00.
- The unit cost for Type C Inlet shall be increased to \$3,500.00.
- The unit cost for Level Spreader shall be increased to \$80.00.
- The unit cost for Site Lighting shall be increased to \$3,500.00.
- The Unit Cost for BMP Shrubs and Parking Lot Shrubs shall be increased to \$75.00.
- The Engineering/Inspection Costs shall be increased to 10%.

Upon resolution of the above, CEG will provide and Construction Cost Escrow table for incorporation into the Financial Security Agreement. The posting of financial security and execution of the Financial Security Agreement shall be completed prior to plan recording.

Comments 3 through 11 have been satisfactorily addressed.

12. *Section 144-311.B.(3) – All inlets shall be precast concrete, PennDOT type and shall have bicycle-safe-type grate.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG has no objection to granting a waiver from using precast concrete**

**inlets for the following inlets as shown on the plans in the vicinity of the fields: I-B6, I-B12A, I-B14, I-B13, I-B12, I-B11, I-B10, and I-B9.**

13. *Section 144-311.B.(4) – Inlets shall have a minimum two-inch drop from all inlet pipe invert elevations to most shallow outlet pipe invert elevation.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of relief from providing a minimum two-inch drop in inlets in the pipe run from I-B14 to EW-2.**

14. *Section 144-311.B.(8) – Storm sewers shall have a minimum inside diameter of 15 inches.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of relief from minimum pipe diameter of 15 inches to allow 12-inch, 10-inch, and 8-inch diameter pipes from A-A11 to I-A8, I-B14 to OCS-2, I-B6 to MH-B3, and I-B12A to I-B12 as previously noted.**

15. *Section 144-311.B.(9) – Storm sewers shall have a minimum cover of 24 inches, unless compliance with PennDOT and manufacturers' specifications can be demonstrated to the satisfaction of the Township Engineer.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of a waiver from providing 24 inches of cover over pipes for pipes located in lawn or field areas, provided that a minimum of 12 inches of cover is provided as previously noted.**

16. *Section 144-311.B.(11) – Velocity within the storm sewer system shall be no less than three feet per second and no greater than 11 feet per second for the design storm peak flow.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of relief from providing a minimum pipe velocity of 3 feet per second for storm sewer, provided that this is applicable to pipes with a slope of 0.75% or less.**

17. *Section 144-311.C.(2) – The top of the berm shall be a minimum of 10 feet. The sides shall have a maximum slope of three horizontal to one vertical.*

**Current Comment: The Applicant has withdrawn the waiver request. This comment is no longer applicable.**

18. *Section 144-311.C.(3) – The bottom of the basin shall have a minimum slope of 2% and any channel shall have a minimum slope of 0.5%.*

**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of relief from this requirement.**

19. *Section 144-311.C.(5) – The barrel shall be concrete pipe with anti-seep collars with a minimum projection of two feet beyond the pipe. Anti-seep collar design calculations shall be provided.*



**Current Comment: The Applicant has requested a waiver from the above referenced section of the Ordinance. CEG offers no objection to consideration of relief from using concrete pipes for basin outlet pipes.**

Comment 20 has been satisfactorily addressed.

21. *Section 144-402.B.(3) – A statement, signed by the applicant, acknowledging that any revision to the approved SWM site plan shall be submitted to and approved by the municipality, and that a revised erosion and sediment control plan shall be submitted to, and approved by, the conservation district or municipality (as applicable) for a determination of adequacy prior to construction of the revised features.*

September 1, 2023 Comment: The Drainage Plan Acknowledgement on Sheet 1 of 48 shall be revised to include all language within the above referenced section of the Ordinance.

October 13, 2023 Comment: The referenced certification shall be signed prior to Plan approval.

**Current Comment: The referenced certification shall be signed prior to Plan approval.**

22. *Section 144-402.B.(5) – The following signature block for Westtown Township: "On behalf of Westtown Township, (Municipal official or designee), on this date [Signature date], has reviewed and hereby certifies to the best of my knowledge that the SWM Site Plan meets all design standards and criteria of Westtown Township Code, Chapter 144, Stormwater Management.*

September 1, 2023 Comment: The above referenced note shall be added to the Post Construction Stormwater Management (OCSM) Plan.

October 13, 2023 Comment: The referenced certification shall be signed prior to Plan approval.

**Current Comment: The referenced certification shall be signed prior to Plan approval.**

23. *Section 144-402.C.(7) – Legal property boundaries, including:*  
*(a) The total project property boundary and size with distances marked to the nearest foot and bearings to the nearest degree.*  
*(b) Boundaries, size and description of purpose of all existing easements and deed-restricted areas of the project property, with distances marked to the nearest foot and bearings to the nearest degree.*

*Section 144-402.C.(18).(c) – Easements, as per the requirements of Article VII*

**Current Comment:**

**The Applicant has requested a waiver from Section 144-402.C.(7). CEG offers no objection to consideration of this waiver request.**

Comments 24 through 27 have been satisfactorily addressed.

28. *Section 144-402.G – Inspections, operation, and maintenance requirements. The following documents shall be prepared and submitted to the Township for review and approval as*



*part of the SWM site plan, in accordance with the requirements of Article VII, for each BMP and conveyance included in the SWM site plan (including any to be located on any property other than the property being developed by the applicant):*

- (1) An O&M plan.*
- (2) An O&M agreement.*
- (3) Any easement agreements that are needed to ensure access, inspection, maintenance, operation, repair and permanent protection of any permanent BMP(s) and conveyances associated with the regulated activity.*
- (4) Any written deed, deed amendment or equivalent document (if needed) to be recorded against a subject property, as shown on the SWM site plan maps or plan sheets, or recorded plan sheets for the purpose of protecting and prohibiting disturbance to a BMP or conveyance; and*
- (5) Written approval, easement agreements, or other documentation for discharges to adjacent or down-gradient properties when required to comply with § 144-301G and Article VII of this chapter.*

*Section 144-701.D – General Requirements for protection, operation, and maintenance of stormwater BMPs and conveyances – For any BMP or man-made conveyance (including any to be located on any property other than the property being developed by the applicant) to be owned by a person other than the Township:*

- (1) An O&M agreement shall be submitted to the Township for review and approval; and*
- (2) The O&M plan shall be attached to, incorporated within, and recorded as a public record along with a fully executed O&M agreement, all of which shall be recorded as a restrictive covenant that runs with the land and shall be binding upon the landowner and any heirs, administrators, successors in interest or assigns of the landowner.*

September 1, 2023 Comment: A Stormwater Management Operation & Maintenance Agreement shall be executed and recorded for the proposed stormwater BMP's to be incorporated. The O&M Agreement will be provided by Westtown Township at the time that stamped and approved Plans are issued for the project. The applicable signatures must be signed by the property owner prior to Plan recording.

**Current Comment: This comment is for informational purposes only.**

Chapter 149 – Subdivision and Land Development Ordinance

29. *Section 149-403.C.C – The applicant shall sign a tri-party agreement with a financial institution and the Township guaranteeing and securing completion of the improvements listed in Subsection A, except as provided for in Subsection E, within one year of the date of the approved plan.*
  - (2) The applicant shall deposit with the Township an escrow account in an amount equal to 110% of the cost of the improvements, based on a construction cost estimate prepared by a bona fide contractor and reviewed and approved by the Township Engineer, whose decision shall be final.*
  - (3) If the improvements are not completed within the one-year period, the Township shall have the right to withdraw the escrow funds to complete the improvements, or shall*

*require the financial security be increased by an additional 10% for each succeeding year beyond the first posting date of the security or to an amount not exceeding 110% of the cost of completing the required improvements as reestablished.*

September 1, 2023 Comment: Financial security in an amount acceptable to the Township shall be provided prior to Plan recording. A Construction Cost Estimate shall be submitted for review and approval, with the required financial security incorporated into a Developer's Agreement to be executed prior to Plan recording.

October 13, 2023 Comment: The Applicant has noted an Opinion of Probable Costs will be submitted for review and approval. The previous comment remains applicable.

**Current Comment: See Comment #2 above.**

Comments 30 - 33 have been satisfactorily addressed.

34. *Section 149-602.C.(4).(b) – A statement noting water and sewer needs and verification of the availability of both.*

September 1, 2023 Comment: A notice of capacity has been provided for sanitary service. This letter shall be subject to the review of the Township's Sewer Engineer.

October 13, 2023 Comment: CEG defers comments regarding availability and verification of capacity for sanitary service to the Township's Sewer Engineer.

**Current Comment: CEG defers comments regarding availability and verification of capacity for sanitary service to the Township's Sewer Engineer.**

Comments 35 and 36 have been satisfactorily addressed.

37. *Section 149-700.A – Within 60 days after approval of the preliminary plan, a final plan and all necessary supplementary data shall be officially submitted to the Township. However, an extension of time may be granted at the option of the Board of Supervisors upon written request of the applicant.*

September 1, 2023 Comment: The Applicant has requested a waiver from this section of the Ordinance to allow for submission of a combined Preliminary/Final Plan. CEG offers no objection to consideration of this request.

October 13, 2023 Comment: This comment is for informational purposes only.

**Current Comment: This comment is for informational purposes only.**

Comments 38 through 41 have been satisfactorily addressed.

42. *Section 149-803.B.(3).(c) – All inlets shall be precast concrete, PennDOT type and shall have bicycle-safe type grate.*

September 1, 2023 Comment: The Applicant has requested a waiver from Section 144-311.B.(3) to allow HDPE drain basins. If the Applicant intends to request a waiver from the referenced Stormwater Management Ordinance section, a waiver shall be requested from 149-803.B.(3).(c) as well.



**Current Comment: The Applicant has requested a waiver from this section of the Ordinance. CEG offers no objection to consideration to allow HDPE drain basins in lieu of precast concrete inlets for the following inlets as shown on the Plans in the vicinity of the fields: I-B4, I-B6, I-B9, I-B10, I-B11, I-B12, I-B12A, I-B13, and I-B14.**

43. *Section 149-803.B.(3).(d) – Inlets shall have a two-inch drop from inlet to outlet.*

**Current Comment: The Applicant has requested a waiver from this section of the Ordinance. CEG offers no objection to consideration of relief from providing a minimum two-inch drop in inlets in the pipe run from I-B14 to EW-2.**

44. *Section 149-803.B.(3).(g) – Storm sewers shall have a minimum grade of 0.5% and a minimum inside diameter of 15 inches.*

**Current Comment: The Applicant has requested a waiver this section of the Ordinance. CEG offers no objection to consideration of relief from minimum pipe diameter of 15 inches to allow 12 inches, 10” inch, and 8-inch diameter pipes from A-A11 to I-A8, I-B14 to OCS-2, I-B6 to MH-B3, and I-B12A to I-B12.**

45. *Section 149-803.B.(3).(h) – Storm sewers shall have a minimum cover of 24 inches.*

**Current Comment: The Applicant has requested a waiver from this section of the Ordinance. CEG offers no objection to consideration of relief from providing 24 inches of cover over pipes for pipes located in lawn or field areas, provided that a minimum of 12 inches of cover is provided.**

Comments 46 and 47 have been satisfactorily addressed.

48. *Section 149-803.B.(4).(c) – The bottom of the basin shall have a minimum slope of 2% and any channel shall have a minimum slope of 0.5%.*

**Current Comment: The Applicant has requested a waiver from this section of the Ordinance. CEG offers no objection to consideration of this request.**

49. *Section 149-803.B.(4).(e) – The barrel shall be concrete pipe with anti-seep collars with a minimum projection of two feet beyond the pipe.*

**Current Comment: The Applicant has requested a waiver from this section of the Ordinance. CEG has no objection to consideration of relief from using concrete pipes for basin outlet.**

Comments 50 and 51 have been satisfactorily addressed.

52. *Section 149-804.A – Traffic impact study. A traffic impact study shall be required for any subdivision or land development that is expected to generate more than 250 total average weekday trip-ends after build-out. The traffic impact study shall include, but not be limited to, the following: (1) – (11)*

September 1, 2023 Comment: The following shall be addressed:

- The submitted Traffic Impact Study (Transportation Operational Analysis) is subject to the review and approval of the Township Traffic Engineer.



- The submitted Traffic Impact Study Narrative shall be revised in accordance with Conditional Use Approval Condition 12. The first paragraph of “Project Background” shall be amended to remove the reference of the fields being used on a rental basis.

October 13, 2023 Comment: The above comment remains applicable.

**Current Comment: The applicant’s response notes that the field will be rented but remain unlit at those times in accordance with the conditions of the Conditional Use Approval. This shall be subject to the Westtown Township Board of Supervisors.**

53. *Section 149-304.B – Water study. The water study shall include but not be limited to the following, and where applicable, plans shall be drawn to the same scale and be of the same size as that of the corresponding preliminary plan: (1) – (6)*

*Section 149-917.C – Procedures. All applicants for subdivision or land development shall state in the preliminary plan whether water supply will be community, public, or private on-site. A water study (Article VIII) shall be submitted upon request of the Planning Commission and/or Board.*

*Section 149-918.A – Plan requirements. All proposed water distribution systems shall be designed, connected and installed to meet the specifications and requirements of the DEP, Pennsylvania Utility Commission (PUC), CCHD and all Township ordinances. The complete design of the proposed distribution system and the following information shall be provided as a part of all preliminary and final plans: (1) – (4)*

**Current Comment: The following shall be addressed:**

- **Conformance to applicable Westtown Township requirements is subject to the review and approval of the Township Sewer Engineer.**
- **The Applicant has noted that Documentation shall be provided demonstrating acceptance of the system modifications and distribution from DEP, PUC, and CCHD, as applicable, upon receipt.**

Comments 54 through 64 have been satisfactorily addressed or are no longer applicable.

65. *Section 149-927.D – The applicant shall comply with all requirements of Westtown Township, the Chester County Health Department and the Pennsylvania DEP and shall so certify prior to final plan approval.*

**Current Comment: The following shall be addressed:**

- **The provided Capacity Verification Letter is subject to review by the Westtown Township Sewer Engineer.**
- **Conformance with Westtown Township requirements and regulations is subject to the review and approval of the Township Sewer Engineer.**

Chapter 170 – Zoning

66. *Section 170-402.(1)(a) An earthmoving plan of the property which indicates existing grades with contour lines at two-foot intervals. Proposed grades within the area of any*





proposed activity, disturbance, or construction also shall be shown. All areas within the Steep Slope Conservation District shall be shaded accordingly.

**Angle of Parking Row to Driveway Aisle**

	<b>30°</b>	<b>45°</b>	<b>60°</b>	<b>90°</b>
Depth of parking row	17'	20'	21'	18'
Width of parking space	9.5'	9.5'	9.5'	9.5'
Width of aisle	11'	13'	18'	24'
	(1 way)	(1 way)	(1 way)	(1 or 2 way)

**Current Comment: The Applicant has noted they are awaiting a determination by the Township Zoning Officer regarding the applicable requirements of the Steep Slope District. CEG defers to the Township Zoning Officer regarding this requirement.**

67. Section 170-402.D(2) Uses permitted in areas of prohibitive slope. The following are the only uses permitted as of right in areas of prohibitive slope. Such uses also shall be in compliance with the base zoning district, and shall not involve the erection of buildings, construction of streets, installation of sewage disposal systems, or permanent removal of topsoil.

*Parks and outdoor recreational uses, consistent with the goals of watershed protection.*

**Current Comment: The Applicant has noted they are awaiting a determination by the Township Zoning Officer regarding the applicable requirements of the Steep Slope District. CEG defers to the Township Zoning Officer regarding this requirement.**

68. (NEW COMMENT) Section 170-407.A. No new principal or accessory building or use, parking or commercial or industrial storage area shall be located within a minimum of 75 feet from the top bank of a perennial creek.

*Section 170-407.B. Where the majority of existing trees and shrubs are removed from areas between a perennial creek and a distance of 75 feet from the top bank of such creek, new trees and shrubs shall be planted and maintained that will have the same or better impact upon controlling erosion and filtering pollutants from runoff.*

**Current Comment: Upon the provision of the referenced area on the Plan, the Township Zoning Officer shall confirm compliance with the above referenced Ordinance section.**

69. Section 170-1702.A. The following schedule of parking space and layout standards shall apply to all but commercial/retail parking facilities, in accordance with this article:

**Current Comment: Final confirmation regarding compliance with the above referenced section of the Ordinance is subject to the review and approval of the Township Zoning Officer.**

Comment 70 has been satisfactorily addressed.





Additional comments may be forthcoming based upon the information to be resubmitted.  
Please do not hesitate to contact me with any questions.

Best Regards,

**Cedarville Engineering Group, LLC**

A handwritten signature in black ink, appearing to read "R. E. Flinchbaugh".

Robert E. Flinchbaugh, P.E.  
Municipal Team Lead

cc: Mila Carter – [lcarter@westtown.org](mailto:lcarter@westtown.org)  
Albert Federico, P.E., PTOE, – [albert@federico-consulting.com](mailto:albert@federico-consulting.com)  
Stephen Gribb, P.E., Systems Design Engineering, Inc. – [s.gribb@sdei.net](mailto:s.gribb@sdei.net)  
William N. Malin, P.E., Carroll Engineering Corp. – [bmalin@carrollengineering.com](mailto:bmalin@carrollengineering.com)  
Mark Gross, Township Public Works Director – [mgross@westtown.org](mailto:mgross@westtown.org)  
Kate Donnelly, Westtown School – [kate.donnelly@westtown.edu](mailto:kate.donnelly@westtown.edu)  
Tyler Hill, ELA Group – [tehill@elagroup.com](mailto:tehill@elagroup.com)  
Gina M. Gerber, Esq., Riley Riper Hollin & Colagreco – [ginag@rrhc.com](mailto:ginag@rrhc.com)



**ALBERT FEDERICO CONSULTING, LLC**

**Traffic Engineering and Mobility Solutions**

133 Rutgers Avenue  
Swarthmore, PA 19081

November 15, 2023

**via email only**

Liudmila Carter, Assistant Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

**Re:** Westtown School Oak Lane Project - Traffic Review  
Westtown Township, Chester County

**Ms. Carter:**

As requested, the following materials have been reviewed for compliance with applicable sections of the Westtown Township Code, as well as reasonable and customary standards for Traffic Engineering practice:

- Preliminary/Final Land Development Plan for Westtown School - Oak Lane Project (sheets 1, 8-14, 23, 28-29A and 32 only), prepared by ELA Group, Inc., dated January 27, 2023, revised October 27, 2023
- Waivers Modifications/Requested, prepared by Traffic Planning and Design, dated October 17, 2023
- Response Letter – Township Traffic Engineer Review Letter, prepared by Traffic Planning and Design, dated October 18, 2023
- Sight Distance Diagram – Exhibit A, prepared by Traffic Planning and Design, dated November 3, 2023

The applicant is proposing to modify the existing athletic fields, including installing turf fields and adding lights. Primary vehicular access is proposed to Westtown Road via Oak Lane. A new parking area is proposed along the south side of Oak Lane, and the project includes new internal pedestrian facilities.

The following comments are offered for the Township's consideration:

**Conditional Use Approval**

1. Truck Turning Templates Demonstrating Emergency Access (#4) – *Satisfied*. The submitted Land Development plan includes turning exhibits.
2. Oak Lane and Westtown Road Sight Distance (#6) – *In progress*. The development plans should be revised to reflect sight distances consistent with the November 3<sup>rd</sup> Sight Distance Diagram. Further, as discussed with the Applicant continued coordination is required to develop a long-term plan to improve the alignment of Westtown Road in the vicinity of Oak Lane.



**ALBERT FEDERICO CONSULTING, LLC**

3. Oak Lane Flashing Signal (#7) – *In progress*. PennDOT has approved Westtown School’s request to remove the Flashing Signal and the permit has been voided. The plans indicate the removal of the flashing warning device. However, the removal can move forward independently of the site work.

**Land Development Plans**

4. As previously noted, ensure that the turning areas along the proposed paths are graded to provide a compliant level area, specifically the 90° turns along the bituminous pedestrian path between Oak Lane and the playing fields. Supplemental grading details may be warranted.

**Waivers/Modifications Request**

5. Westtown Road is classified as a Collector; the Board may require dedication of additional right-of-way along the site frontage. *{§149-903C.1}* The Applicant has requested a partial Waiver to defer dedication of half of the required right-of-way, along the east side of Westtown Road only, until there is plan for the improvement of Westtown Road at Oak Lane. There is no objection to the request. However, in consideration of 1) the existing house along the west side of Westtown Road, and 2) the applicant controlling the land on both sides of Westtown Road, it is recommended that offer of dedication include an option that to provide the full 27’ of right-of-way along the outside of the curve if requested by the Township.
6. A minimum 35-foot radius curb return should be provided for Oak Lane at Westtown Road. *{§149-907F}* The Applicant has requested a Waiver to maintain the existing radius and avoid impacts to the adjacent wall. There is no objection to this waiver provided the plans and exhibits are revised to clearly demonstrate that the wall does not obstruct the required sight distance.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Federico', written over a horizontal line.

Albert Federico, P.E., PTOE



October 13, 2023

Ms. Mila Carter  
Director of Planning and Zoning/Assistant Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

Re: Westtown School - 975 Westtown Road  
Outdoor Lighting Review

Dear Mila:

We have reviewed the following document

1. Letter from Daktronics, the scoreboard manufacturer, in response to our 9/20/2023 letter regarding the luminance from the proposed scoreboard

for compliance with

1. Westtown Township Zoning Ordinance (Chapter 170 of the Westtown Township Code), Article 170-1514 Outdoor Lighting.

We offer the following comments for consideration.

1. Section 170-1514.D.(5).(e)[9] – The maximum luminance from any light source, including scoreboards, shall not exceed 2,000 cd/m<sup>2</sup> as viewed from any location off site. The scoreboards submitted do not indicate the luminance at the face of the scoreboard. The product data does indicate that the digits may be dimmed for night viewing. The Applicant should request from the manufacturer the luminance of the scoreboard along with range of dimming, how dimming is performed (manual or automatic via daylight sensor), and at what distance from the face of the scoreboard compliance with the ordinance is achieved.
  - a. **Response letter from Daktronics indicates that the maximum luminance from the scoreboard will be in compliance with the ordinance limit of 2,000 cd/m<sup>2</sup>, and that the scoreboards may be manually dimmed by the user at the console. The response letter indicates compliance. However, the recommendation is to hold this item open to evaluate the luminance after installation.**

If you have any questions, or need additional information, please feel free to contact me.

Best regards,

*Stephen Gribb, P.E.*

Stephen Gribb, P.E.  
President

**ORDINANCE 2023-01**

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN, CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING AN INCREASE IN THE EARNED INCOME TAX, PURSUANT TO THE AUTHORITY IN THE LOCAL TAX ENABLING ACT, 53 P.S. §6901 ET SEQ., AND THE OPEN SPACE LANDS ACQUISITION AND PRESERVATION ACT, AS AMENDED, ACT 153 OF 1996 (32 P.S. §5001 ET SEQ.), TO RAISE REVENUE TO RETIRE INDEBTEDNESS INCURRED BY PURCHASING INTERESTS IN REAL ESTATE OR MAKING ACQUISITIONS OF REAL PROPERTY FOR PURPOSES OF SECURING OPEN SPACE BENEFITS BY AN ADDITIONAL FOUR ONE HUNDREDTHS (0.0004) OF ONE PERCENT TO EIGHT ONE HUNDREDTHS (0.0008) OF ONE PERCENT.**

**WHEREAS**, pursuant to Ordinance 2022-06, enacted by the Board of Supervisors of Westtown Township (the "Board") on June 20, 2022, the Board authorized a referendum to be conducted during the November 2022 general election for the registered voters of the Township to vote whether they are in favor of the imposition of an increase in the earned income tax in an amount of up to eight one hundredths (0.0008) of one percent to be used by the Township to raise revenue for purposes of securing open space benefits; and

**WHEREAS**, in the November 2022 general election, the voters of the Township approved the referendum to authorize the imposition of an increase in the earned income tax in an amount of up to eight one hundredths (0.0008) of one percent to be used by the Township to raise revenue for purposes of securing open space benefits; and

**WHEREAS**, on December 5, 2022, the Board adopted Ordinance 2022-10, approving an earned income tax rate increase of four one hundredths (0.0004) of one percent to be used by the Township to raise revenue for purposes of securing open space benefits, or half the maximum rate authorized in the November 2022 voter referendum; and

**WHEREAS**, the Board now wishes to increase the earned income tax rate by an additional four one hundredths (0.0004) of one percent to be used by the Township to raise revenue for purposes of securing open space benefits, or to the maximum rate authorized in the November 2022 voter referendum.

**NOW THEREFORE, IT IS HEREBY ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, pursuant to the authority in the Local Tax Enabling Act,

53 P.S. §6901 et seq., and the Open Space Lands Acquisition and Preservation Act, as amended, Act 153 of 1996 (32 P.S. §5001 et seq.) as follows:

**SECTION 1. Open Space Municipal Resident Tax.** In addition to the tax levied for general revenue purposes, there is hereby imposed a tax for expenses related to open space lands under 32 P.S. § 5007.1(a) at the rate of eight one hundredths (0.0008) of one percent on earned income and net profits of individual residents of the Township. This tax for open space lands was authorized by voter referendum in the November 2022 general election.

**SECTION 2. On-going Tax.** The tax imposed herein shall continue at the above rate commencing in tax year 2024 and each year thereafter, without annual reenactment, unless and until the enactment is repealed or the tax rate is changed.

**SECTION 3. Applicable laws, regulations, policies and procedures.** The tax imposed herein shall be collected and administered in accordance with all applicable laws and regulations and policies and procedures adopted by the Township and the tax collector. This includes any regulations, policies and procedures adopted in the future to the maximum extent permitted by law.

**SECTION 4. Severability.** If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 5. Repealer.** All ordinances or parts of ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

**SECTION 6. Effective Date.** This Ordinance shall become effective five (5) days after enactment and shall remain in force and effect until otherwise amended by the Township,

**ENACTED AND ADOPTED** by the Board of Supervisors this 20th day of November, 2023.

**[This Space Intentionally Blank]**



**ATTEST:**

**WESTTOWN TOWNSHIP**

\_\_\_\_\_  
Jonathan Altshul, Secretary

\_\_\_\_\_  
Thomas Foster., Chair

\_\_\_\_\_  
Richard Pomerantz, Vice Chair

\_\_\_\_\_  
Scott E. Yaw Esq, Police Commissioner

**ORDINANCE 2023-02**

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN, CHESTER COUNTY, PENNSYLVANIA AUTHORIZING THE IMPOSITION OF AN ADDITIONAL REAL ESTATE TAX AT THE RATE OF 0.21 MILLS (\$0.21 PER \$1,000 OF ASSESSED VALUE) IN ADDITION TO THE EXISTING TAX RATE OF 0.21 MILLS (\$0.21 PER \$1,000 OF ASSESSED VALUE) IMPOSED BY ORDINANCE 2022-11, FOR A TOTAL ADDITIONAL REAL ESTATE TAX RATE OF 0.42 MILLS (\$0.42 PER \$1,000 OF ASSESSED VALUE), PURSUANT TO THE AUTHORITY IN THE OPEN SPACE LANDS ACQUISITION AND PRESERVATION ACT, AS AMENDED, ACT 153 OF 1996 (32 P.S. §5001 ET SEQ.) TO RAISE REVENUE TO RETIRE INDEBTEDNESS INCURRED BY PURCHASING INTERESTS IN REAL ESTATE OR MAKING ACQUISITIONS OF REAL PROPERTY FOR PURPOSES OF SECURING OPEN SPACE BENEFITS.**

**WHEREAS**, pursuant to Ordinance 2022-06, enacted by the Board of Supervisors of Westtown Township (the “Board”) on June 20, 2022, the Board authorized a referendum to be conducted during the November 2022 general election for the registered voters of the Township to vote whether they are in favor of the imposition of an increase in the real estate tax in an amount of up to 0.42 mills (\$0.42 per \$1,000 of assessed value) to be used by the Township to raise revenue for purposes of securing open space benefits; and

**WHEREAS**, in the November 2022 general election, the voters of the Township approved the referendum to authorize the imposition of an increase in the real estate tax rate in an amount of up to 0.42 mills (\$0.42 per \$1,000 of assessed value) to be used by the Township to raise revenue for purposes of securing open space benefits; and

**WHEREAS**, on December 5, 2022 the Board approved Ordinance 2022-11, authorizing a real estate tax increase of 0.21 mills (\$0.21 per \$1,000 of assessed value), or half of the rate increase authorized in the November 2022 voter referendum, to be used by the Township to raise revenue for purposes of securing open space benefits; and

**WHEREAS**, the Board now intends to increase the real estate tax rate to the maximum rate authorized in the November 2022 voter referendum.

**NOW THEREFORE, IT IS HEREBY ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, pursuant to the authority in the Open Space Lands Acquisition and Preservation Act, as amended, Act 153 of 1996 (32 P.S. §5001 et seq.) as follows:

**SECTION 1. Open Space Real Estate Tax.** In addition to the tax levied for general revenue purposes, there is hereby imposed a tax for expenses related to open space lands under 32 P.S. §5007.1(a) at the rate of 0.42 mills (\$0.42 per \$1,000 of assessed value) on real property in the Township. This tax for open space lands was authorized by voter referendum in the November 2022 general election.

**SECTION 2. On-going Tax.** The tax imposed herein shall continue at the above rate commencing in tax year 2024 and each year thereafter, without annual reenactment, until the enactment is repealed or the tax rate is changed.

**SECTION 3. Applicable laws, regulations, policies and procedures.** The tax imposed herein shall be collected and administered in accordance with all applicable laws and regulations and policies and procedures adopted by the Township and tax collector. This includes any regulations, policies and procedures adopted in the future to the maximum extent permitted by law.

**SECTION 4. Severability.** If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 5. Repealer.** All ordinances or parts of ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

**SECTION 6. Effective Date.** This Ordinance shall become effective five (5) days after enactment and shall remain in force and effect until otherwise amended by the Township.

**ENACTED AND ADOPTED** by the Board of Supervisors this 20th day of November, 2023.

**[This Space Intentionally Blank]**

**ATTEST:**

**WESTTOWN TOWNSHIP**

\_\_\_\_\_  
Jonathan Altshul, Secretary

\_\_\_\_\_  
Thomas Foster, Chair

\_\_\_\_\_  
Richard Pomerantz, Vice Chair

\_\_\_\_\_  
Scott E. Yaw Esq., Police Commissioner

**ORDINANCE 2023-\_\_**

**WESTTOWN TOWNSHIP CHESTER  
COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN, CHESTER COUNTY, PENNSYLVANIA, AMENDING PART II, GENERAL LEGISLATION, CHAPTER 154, TAXATION, ARTICLE I, EARNED INCOME TAX, §154-3, EXEMPTION, OF THE CODE OF THE TOWNSHIP OF WESTTOWN; AND ESTABLISHING PART II, GENERAL LEGISLATION, CHAPTER 154, TAXATION, ARTICLE VIII, ENTITLED “EARNED INCOME AND REAL ESTATE TAX CREDIT TO QUALIFYING VOLUNTEERS.”**

**BE IT ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania that Part II, General Legislation, Chapter 154, Taxation, of the Code of the Township of Westtown, as amended, shall be further amended as follows:

**SECTION 1.** Part II, General Legislation, Chapter 154, Taxation, Article I, Earned Income Tax, §154-3, Exemption, shall be amended to read as follows:

**§154-3 Exemption.**

Although credits and deductions against the tax are permitted under certain circumstances as provided in applicable law and regulations, including as set forth in Article VIII of this Chapter, no individuals are exempt from the tax based on age, income, or other factors.

**SECTION 2.** Part II, General Legislation, Chapter 154, Taxation, Article VIII, Earned Income and Real Estate Tax Credit to Qualifying Volunteers, of the Code of the Township of Westtown is hereby established to include the following sections:

**Article VIII. Earned Income and Real Estate Tax Credit to Qualifying Volunteers.**

**§154-60 Definitions.** All terms defined in the Local Tax Enabling Act and Act 172 of 2016, shall have the meanings set forth therein. The following terms shall have the meanings set forth herein:

**QUALIFYING VOLUNTEER** – a volunteer who meets the criteria in §154-63.

**CHIEF** – the top ranking or commanding officer in a fire department or a non-profit emergency medical service agency. This definition shall include acting Chiefs during periods of transition.

**DEPARTMENT** – refers to the respective fire company or department or non-profit emergency medical service agency where the volunteer works or their related or affiliated auxiliary agencies and relief associations. The specific

agencies whose volunteers may receive the incentives described in this Article shall be designated by the emergency service providers resolution adopted by the Board of Supervisors annually.

**§154-61 Earned Income Tax Credit.** Each Qualifying Volunteer (herein defined) who is certified as such in accordance with the provisions of this Article, shall be entitled to receive an earned income tax credit in an amount established by resolution of the Board. The credit shall be applied to that portion of the earned income tax that is payable to Westtown Township and cannot exceed the volunteer's liability to the Township, for the Earned Income Tax due on wages/net profits earned in that tax year.

**§154-62 Real Property Tax Credit.** Each Qualifying Volunteer, who is certified as such in accordance with the provisions of this Article, shall be entitled to receive a tax credit against their real property tax on real property owned and occupied by the Qualifying Volunteer, in an amount established by resolution of the Board.

**§154-63 Qualifying Volunteer.** A Qualifying Volunteer shall be defined as a resident of Westtown Township who is:

- a) A volunteer who has satisfied the criteria specified for that volunteer's Department, as specified in a resolution adopted by the Board of Supervisors from time-to-time; or
- b) A volunteer who has been injured during the performance of their assigned duties and who can no longer serve as an active volunteer because of the injury. A volunteer so injured and unable to serve, but would otherwise be eligible for a tax credit, shall be deemed a Qualifying Volunteer until December 31 of the year of the fifth anniversary of the date of injury; or
- c) A volunteer who holds an elected or appointed administrative position within the Department or a volunteer who provides administrative or other support services that aid in the financial viability, emergency response or operational readiness of the Department for a minimum of nine (9) months in the calendar year and who is in good standing.

**§154-64 Certification of Qualifying Volunteers.** Volunteers shall sign and submit an application for a Qualifying Volunteer to the Chief of the volunteer's respective Department. If so directed by the Township Manager, Volunteers shall complete such application in a form published, and re-published from time to time, by the Township. The Chief shall review all applications submitted, sign each approved application, and indicate on each application if they recommend the volunteer to be certified as a Qualifying Volunteer or not. On or before January 15 of each year the Chief shall forward a notarized list certifying all Qualified Volunteers, with all supporting documentation, to the Board of Supervisors via the Township Manager. The Board of Supervisors shall review the applications and supporting documentation and shall, by a motion of the Board, certify all Qualifying Volunteers, on or before March

1 of each year. Only those volunteers certified by the Board of Supervisors shall receive the earned income tax credit and/or real estate tax credit, and this credit may be utilized for any earned income/real estate taxes paid or payable to the Township during or for the previous calendar year only.

**§154-65 Appeal.** A taxpayer may appeal the decision of the Board of Supervisors to not certify them as a Qualifying Volunteer entitled to a tax credit, by filing such appeal within 30 days of such decision, as follows:

- a) Appeals from the denial of an Earned Income Tax Credit shall be administered in accordance with the procedures of the Chester County Tax Collection Committee.
- b) Appeals from the denial of any Real Estate Tax Credit shall follow the provisions of 2 Pa.C.S. Chapter 7, Subchapter B (relating to judicial review of local agency action), also known as the “Local Agency Law.”

**§154-66 Exemption Certificate.** Within ten (10) days of the date the Board of Supervisors certifies Qualifying Volunteers, the Township Secretary shall issue an Exemption Certificate to each Qualified Volunteer, which shall be in a form acceptable to the Tax Collector appointed by the Chester County Tax Collection Committee to collect the earned income tax.

**SECTION 3. Severability.** If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Board of Supervisors of Westtown Township that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 4. Repealer.** All Ordinances or parts of Ordinances conflicting with any provisions of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

**SECTION 5. Effective Date.** This Ordinance shall be effective five (5) days following enactment as by law provided.

*[Remainder of page Intentionally Left Blank]*

**ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**WESTTOWN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Thomas Foster, Chair

ATTEST:

\_\_\_\_\_  
Richard Pomerantz, Vice Chair

\_\_\_\_\_  
Jonathan Altshul, Township Secretary

\_\_\_\_\_  
Scott E. Yaw, Esq., Police Commissioner



**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2023-13**

**A RESOLUTION OF THE WESTTOWN TOWNSHIP BOARD OF SUPERVISORS ESTABLISHING THE ELIGIBILITY CRITERIA FOR PROPERTY TAX CREDITS AND EARNED INCOME TAX CREDITS FOR VOLUNTEER FIREFIGHTERS, EMERGENCY MEDICAL PERSONNEL, AND OTHERS AFFILIATED WITH EMERGENCY SERVICES PROVIDERS IN WESTTOWN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA.**

**WHEREAS**, on November 20, 2023, the Board of Supervisors (“Board”) of Westtown Township (“Township”) enacted that certain Ordinance 2023-03, codified at Chapter 154 of the Code of the Township of Westtown (“Code”), which *inter alia* provides for Property Tax Credits and Earned Income Tax Credits (collectively the “Tax Credits”) for certain eligible Qualified Volunteers; and

**WHEREAS**, §154-63 of the Code provides for various eligibility criteria, including criteria for participation in certain activities related to the public safety mission of the various emergency services organizations described and discussed herein, which are to be established or modified, from time to time.

**NOW THEREFORE**, be it **RESOLVED AND ADOPTED** by the Board of Supervisors of Westtown Township as follows:

1. **Authorized Organizations.** The volunteers of the following organizations serving the Township and its citizens, and their respective relief and auxiliary organizations, shall be eligible for the Tax Credits pursuant to this Resolution:

- a. Good Fellowship Ambulance;
- b. Goshen Fire Company; and
- c. West Chester Fire Department.

**2. Amount of Property Tax Credit.** Pursuant to §154-62 of the Code, a Qualifying Volunteer shall be entitled to a tax credit of up to 100% of the taxpayer's municipal property tax liability.

**3. Amount of Earned Income Tax Credit.** Pursuant to §154-61 of the Code, a Qualifying Volunteer shall be entitled to an earned income tax credit in an amount of up to Five Hundred Dollars (\$500.00) per year.

**4. Specific Eligibility Criteria.** Pursuant to §154-63(a) of the Code, for each of the following organizations, and in addition to the criteria of §154-63(b) (recognizing and incentivizing the contributions of volunteers who are injured in the performance emergency services), and the criteria of §154-63(c) (recognizing and incentivizing the contributions of volunteers holding elected, appointed, or supportive roles within such organizations) the following eligibility criteria shall apply:

**a. Good Fellowship Ambulance**

- i. The taxpayer is a volunteer certified emergency medical services provider who has volunteered at least 200 hours of documented time during the tax year.

**b. Goshen Fire Company**

- i. For a period of not less than nine months during the tax year, the taxpayer has accrued sufficient participation to have been deemed eligible for a full year of credit any Length of Service Award Program ("LOSAP") established and administered by Goshen Fire Company.

**c. West Chester Fire Department**

- i. The taxpayer is a firefighter who has participated in 10% of the emergency calls for service of their station for the tax year, and attended one department sponsored training per month during the tax year, and attended two public (touch-a-truck, fire prevention visits, etc.) or fundraising (raffles, sales, auction, etc.)

events during the tax year; or

- ii. The taxpayer is a member of the West Chester Fire Department's administration or support personnel and has participated in 50% of the organization's meetings and attended two public or fundraising events during the tax year.

**RESOLVED AND ADOPTED** this 20<sup>th</sup> day of November, 2023.

**WESTTOWN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Thomas Foster, Chair

ATTEST:

\_\_\_\_\_  
Richard Pomerantz, Vice Chair

\_\_\_\_\_  
Jonathan Altshul, Township Secretary

\_\_\_\_\_  
Scott E. Yaw, Esq., Police Commissioner



**ANIMAL PROTECTIVE SERVICES DIVISION  
FULL SERVICE CONTRACT  
5 YEAR AGREEMENT**

- Baseline Contract Fee (\$2,000) + Upfront Monthly APS Maintenance Fee (\$3,600) if paid **by January 1st** of each year. \$5,600.00
- Baseline Contract Fee (\$2,000) + Upfront Monthly APS Maintenance Fee (\$3,600) if paid **after January 1st** of each year. \$5,700.00
- Baseline Contract Fee (\$2,000) + Upfront Monthly APS Maintenance Fee (\$3,600) if paid **after January 15th** of each year. \$6,475.00

**To be paid thereafter by January 1<sup>st</sup> of each successive year in the term of this agreement.**

Billing for animal acquisition and housing stray animals from \_\_\_\_\_ will be calculated on a monthly basis at a rate of \$400.00 per acquired dog and \$200.00 per acquired cat or other non-dog domesticated species. Documentation will accompany billing.

\_\_\_\_\_  
Authorized signature for:

\_\_\_\_\_  
Date

***Unless other specific arrangements are made, signed contract must be received by December 15<sup>th</sup>, 2023 to initiate the Full Animal Protective Services Agreement.***

Please sign and return this page and signed contract to:

Brandywine Valley SPCA  
Attn: Manager, Animal Protective Services  
1212 Phoenixville Pike, West Chester, PA 19380



This agreement (the "Agreement") is made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Brandywine Valley Society for the Prevention of Cruelty to Animals, 1212 Phoenixville Pike, West Chester, Pennsylvania, a Pennsylvania non-profit corporation (the "BVSPCA"), and \_\_\_\_\_, the "Municipality").

WHEREAS, the Municipality is statutorily charged with the obligation to care for and control stray dogs within the Municipality's boundaries;

WHEREAS, the BVSPCA has the means to provide that care and control for stray dogs and stray cats, including the requisite knowledge, expertise, personnel, equipment, and legal capacity; and

WHEREAS, in order to humanely, efficiently, and cost-effectively discharge its legal duties to care for and control stray dogs within its boundaries, the Municipality wishes to engage the services of the BVSPCA which includes care and control for both stray dogs and stray cats.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound, the parties hereto agree that:

#### **A. Term of the Agreement**

1. The BVSPCA shall commence providing the services specified in this Agreement on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at 12:01am and shall continue providing said services for period of five (5) calendar years until \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at 11:59pm (the "Term").

#### **B. The Services**

1. Statutes to be enforced: The BVSPCA will take all reasonable actions necessary to enforce within the Municipality's boundaries the following laws:
  - a. the Pennsylvania Dog Law, Act of Dec. 7, 1982, P.L. 784, No. 225, Art. 1, s. 101. *et. seq.*, 3 P.S. § 459-101, *et. seq.* (the "Dog Law");
  - b. the Rabies Prevention and Control in Domestic Animals and Wildlife Act, Dec. 15, 1986, P.L. 1610, No. 181 §1 *et. seq.*, 3 P.S. §455.1 *et. seq.*;
  - c. 18 Pa. C.S. §5531 - §5549, relating to Cruelty to Animals; and
  - d. such other statutes or regulations which may impose certain duties with respect to any municipal animal control ordinances, which statutes and regulations the reasonable enforcement of which the Municipality shall delegate in writing to the BVSPCA, and which upon the latter's written acceptable shall also become part of this Agreement.
2. The BVSPCA will not enforce 3 P.S. §459-504 A. related to "Control of Dangerous Dogs" and defers all enforcement of this statute to the local police or State Dog Warden.



3. Assignment of APS Officers: The BVSPCA will assign Animal Protective Services Officers (the "APS Officer") to respond and provide services to the Municipality. It will be at the sole discretion of the BVSPCA how shifts and personnel are assigned. The Municipality acknowledges and that the APS Officer will be responsible for providing services to other municipalities during that shift. The Municipality also understands and acknowledges and agrees that while the BVSPCA will make every effort to respond expeditiously, there is no guarantee as to the time of such response.
4. Acceptance of Stray Animals: The BVSPCA agrees to accept and care for stray dogs, cats, and other domestic species (the "Stray Animals") originating from within the Municipality's municipal borders. The BVSPCA shall pick up and transport the Stray Animals to the BVSPCA facility between the hours of 9:00am and 5:00pm seven (7) days per week. The Municipality will assure that such animals will be confined or restrained in a humane and effective manner prior to the BVSPCA's response to transport said animal(s). Stray Animals accepted will also include those brought to the BVSPCA facility by BVSPCA Animal Protective Services Officers, by the Municipality's designated representative(s), by police officers, by its dog wardens, and by private citizens. Fees collected by the BVSPCA as a provision of reclaim for stray animals shall be the sole property of the BVSPCA.
5. Investigation of Complaints: The BVSPCA shall investigate all complaints of violations of the Dog Law received from the Municipality, its police force or its residents, seven (7) days per week, twenty-four (24) hours per day. The method of this investigation shall be at the sole discretion of the BVSPCA.
6. Emergency Services: The BVSPCA shall provide the Municipality with twenty-four (24) hours per day, seven (7) days per week emergency services, including telephone access to an APS Officer to answer any questions that may arise or to assist with an unexpected emergency. Any calls on Federally recognized holidays will be billed as Emergency Service Fees. An APS Officer reasonably will respond during non-business hours for animal emergencies and to pick up confined stray animals between the hours of 5:01pm and 8:59am. Emergency calls for service must be initiated by the Municipality, its police officers, or a designated representative of the Municipality. The Municipality understands and acknowledges and agrees that while the BVSPCA will make every effort to respond expeditiously, there is no guarantee as to the time of such response.
7. Resident Calls: The BVSPCA will respond to calls for service from residents originating within the borders of the Municipality. The Municipality will make all appropriate efforts to advise its residents to contact the assigned APS Officer directly to ensure the proper handling of such calls and to provide continuity of service to the Municipality. Contact information for the BVSPCA must be listed on the Municipality's website as the point of



contact for animal control services. Calls for service are not to be sent through County dispatch channels.

8. Issuance of Citations and Warrants: The BVSPCA and its APS Officers will work diligently to be pro-active in response to the enforcement of State and local laws. The BVSPCA and its APS Officers will, at their sole discretion, issue non-traffic citations, Criminal Complaints and warrants for violations of State and local animal control laws, including dog laws, animal control ordinances, and animal cruelty prosecution. To the extent permitted by law, all fines and penalties collected as the result of any service provided by the BVSPCA under this Agreement shall be the property of and transferred to the Municipality. The only exception to the foregoing shall be if the state, county, or local law enforcement authorities request that the BVSPCA shall hold an animal for the duration of a criminal prosecution involving such animals, in which case the BVSPCA shall be entitled to apply only such fines or penalties to the cost of maintenance or care of such animal(s) by the BVSPCA, with the balance of said fines and penalties being forwarded to the Municipality in question.
9. Abandoned Animals: The BVSPCA will respond to all requests from local police, state constables, and sheriff's deputies of the Municipality, and shall take custody of any animal(s) left inside a residence upon eviction, special circumstances, or other absence of its residents. Said animals will be treated/billed as Stray Animal(s).
10. Community Outreach: In an effort to proactively address the systematic problem of animal neglect and homelessness, the BVSPCA and the Municipality will, from time to time and at their mutual convenience, work together to: (a) educate the public about the value and advantages of spaying and neutering; (b) provide educational outreach programs that seek to enhance relationships between pet owners and their pets and reduce the numbers of animals in distress; (c) educate the public on how to responsibly care for a pet and how to develop a strong owner – animal bond through proper training and behavior modification techniques; (d) raise public awareness of the BVSPCA's services and goals; and (e) participate in community meetings and other public events.

### **C. Fees**

1. Annual APS Fee: Beginning with the month of January 2024, and thereafter by January 1st of each successive year in the Term, the Municipality shall pay the BVSPCA an Annual APS Fee of \$2,000.00 for each contract year. The Municipality understands and acknowledges that the Annual APS Fee guarantees the retainment of BVSPCA's service regardless of the service volume. The BVSPCA shall have no obligation to provide any service until it has received the Annual APS Fee in full.



2. Monthly APS Maintenance Fee: The Municipality shall pay a monthly APS Maintenance fee in the sum of \$300 for the maintenance of services to be provided within the local governing bodies' municipal borders. This fee is to be paid in one lump sum for the full twelve (12) months of each contract year with the Annual APS Fee. The Municipality understands and acknowledges that the APS Maintenance Fee includes the cost of APS Officer staffing, and field services equipment care and maintenance. The Municipality shall pay the BVSPCA by the first of the month in question.
  - a. Animal Acquisition Fee: The Municipality shall pay the BVSPCA the sum of \$400 for each acquired Dog and \$200 for each acquired Cat or other non-dog domesticated species received by the BVSPCA's APS Officers, the Municipality's police officers, code enforcement officers, dog wardens, and residents of the Municipality. The Municipality understands and acknowledges that the Animal Acquisition Fee includes the cost of care for each received Animal, including intake, veterinary examinations, medication, vaccinations, boosters, behavioral assessment, food, bedding, sanitation, utilities, and the per diem cost of shelter staff. The Municipality shall pay the BVSPCA foregoing amount(s) within thirty (30) days of being invoiced by the BVSPCA.
3. Activity Fee: The Municipality shall pay an Activity Fee to the BVSPCA in the sum of \$65.00 for addressing the Municipality's animal control services including the actual pick up of Stray Animals. The Activity Fee will be assessed for each "Call for Service" received by the BVSPCA and its APS Officers, including those directly related to the capture of Stray Animals. A "Call for Service" is defined as an assignment given to an APS Officer that requires the APS Officer's presence to investigate, resolve, correct, or assist in a particular situation, including but not limited to each Stray Animal transport; health and welfare checks; animal attacks/bite investigations; enforcement of State/local laws and ordinances; animal cruelty complaints and investigations; addressing resident calls for animal control services other than the actual pick up of Stray Animals including in-field follow up; agency assist; court appearances; and dispute resolution. The Municipality shall pay the BVSPCA the foregoing amount(s) within thirty (30) days of being invoiced by the BVSPCA.
4. Emergency Fee: The Municipality shall pay the BVSPCA the sum of \$250.00 for each after-hours emergency service call. The Municipality shall pay the BVSPCA the foregoing amount(s) within thirty (30) days of being invoiced by the BVSPCA.
5. Annual Fee Increase: Each of the fees named in paragraphs C.1 – C.5 above shall be subject to an annual increase of four percent (4%) as of every January 1<sup>st</sup> after the first-year subsequent year of the Agreement.

#### **D. Other Provisions**





1. BVSPCA Employees: The BVSPCA is an independent contractor to the Municipality and none of its agents, officers, or employees shall be construed as, or represent themselves as, employees of the Municipality. The BVSPCA shall be responsible for workers compensation insurance for its employees, including the APS Officers, as well as insurance for its vehicles and equipment. A certificate of insurance coverage for the foregoing shall be provided by the BVSPCA to the Municipality within thirty (30) days of acceptance and execution of this Agreement and payment in full.
2. General Liability Insurance: For the purpose of this Agreement, the BVSPCA shall obtain and maintain, at no charge to the Municipality, the following insurance coverages in not less than the following amounts and terms:
  - a. Comprehensive General Liability Insurance on a broad form occurrence basis with a limit of not less than \$1,000,000 per occurrence, and for not less than the Life of this Agreement;
  - b. The policy of insurance shall name the Municipality as a named additional insured;
  - c. Not later than the execution of this Agreement, the BVSPCA shall provide proof of insurance to the Municipality, evidencing the coverage of the Municipality under the policy described above and according to the above terms.
3. Termination in the event of circumvention of the Agreement: The Municipality understands and acknowledges that the BVSPCA has the right to terminate this Agreement if it learns that Stray Animals are being taken to a different location other than a BVSPCA facility in an attempt to circumvent calling the BVSPCA and/or incurring the fees outlined in Section C above.
4. Removal of Dead Animals: The BVSPCA shall have no responsibility or obligation to remove dead animals, domestic or wild, from roadways or private property.
5. Billing: The BVSPCA shall submit monthly invoices to the Municipality for services rendered and Stray Animal(s) acquired. Appropriate documentation will accompany billing. All invoices must be paid within thirty (30) days of the date of the invoice. Failure to timely pay any invoice may result in suspension of services or termination of the Agreement, at the sole discretion of the BVSPCA.
6. Payment upon termination by the Municipality: The Municipality understands and acknowledges that in order to voluntarily terminate this Agreement before its normally-scheduled ending date, the Municipality must pay a total of amount twelve (12) months of service fees, based on the average monthly fees of that Municipality within the last twelve (12) months of services provided by the BVSPCA.



7. Notices: Any notice given under this Agreement shall be in writing and shall be sent by registered mail, certified mail, postage prepaid, return receipt requested, or by guaranteed overnight delivery service. Notices shall be addressed as follows:

*If to the BVSPCA:*

Adam Lamb, Chief Executive Officer  
Brandywine Valley SPCA  
1212 Phoenixville Pike  
West Chester, PA 19380

*If to the Municipality:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

8. Non-Assignability: This Agreement may not be assigned or transferred to either Party without the written consent of the other. All assignments of rights are prohibited under this subsection, whether they are voluntary or involuntary, by merger (of any kind), consolidation, dissolution, operation of law, or any other manner. Notwithstanding the foregoing, either Party may assign its rights under this Agreement without the prior written consent of the other in connection with a sale of its business as a whole or substantially all of the assets of its business. Any purported assignment of rights in violation of this Section is void.
9. Entire Agreement: This Agreement contains the entire Agreement of the Parties with respect to its subject matter and supersedes all existing and all other oral, written, or other communications between the Parties concerning this subject matter.
10. Counterparts: This Agreement may be executed in one or more counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.
11. Modifications only in writing: This Agreement may be modified only by a subsequent writing signed by both Parties.



12. Invalidity of any provision: If any provision of this Agreement (or any portion thereof) is invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remainder of this Agreement will not be affected or impaired.
13. Headings: The headings in this Agreement are intended for convenience of reference and will not affect interpretation.
14. Waiver: Any waiver by a Party in writing of any of that Party's obligation hereunder, or any failure to insist upon strict compliance with any obligation shall not operate as a waiver of, or estoppel with respect to any subsequent or other failure.
15. Governing Law; Venue: This Agreement, its validity, construction, and performance shall be governed by, and construed in all respects under, the laws of the Commonwealth of Pennsylvania without regard to the laws that would otherwise apply under applicable choice-of-law principles.
16. Dispute Resolution: If there is any dispute regarding this Agreement that cannot be amicably resolved by the undersigned Parties, then said dispute shall be resolved by a mandatory binding arbitration pursuant to the rules of the American Arbitration Association, with the locale of said arbitration to be in West Chester, Chester County. The substantially prevailing party in such arbitration shall be awarded its reasonable counsel fees and its share of the AAA filing fees. The arbitration award may be thereafter entered in any county, state, or federal court.
17. Authorization to Bind: The undersigned officer, agent, or employee of the Municipality represents and warrants that s/he has the authority to contract and bind the Municipality.



IN WITNESS WHEREOF, the undersigned Parties, intending to be legally bound hereby, have hereunto set their hands and seals as of the date first set forth above.

FOR THE BRANDYWINE VALLEY SPCA:

FOR THE MUNICIPALITY:

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

\_\_\_\_\_  
printed name

\_\_\_\_\_  
printed name

\_\_\_\_\_  
title

\_\_\_\_\_  
title

\_\_\_\_\_  
date

\_\_\_\_\_  
date



# Total Security Solutions, Inc.

# ESTIMATE

160 William Penn Blvd  
West Chester, PA 19382

**Phone:** 610-399-5038

**Fax:** 610-399-5039

**E-mail:** khudak@totalsecuritysolutions.com

Date	Estimate No.
10/17/23	2524

**PA Contractor #: PA090734**

Name/Address
Westtown Township 1039 Wilmington Pike West Chester, Pa 19382

Ship To
Westtown Township 1039 Wilmington Pike West Chester, Pa 19382

Project

Quantity	Description	Cost	Total
	RE: Access Control for Admin Building Glass Meeting Room Doors		
1	Cellular Communicator w/ Standby Battery Backup Power in Locking Metal Enclosure	1,500.00	1,500.00
1	Access Control Power Supply	650.00	650.00
1	Concealed Vertical Rod Panic Bar	400.00	400.00
1	Latch Retraction Kit For Panic Bar	1,000.00	1,000.00
2	Prox Pro with Keypad	550.00	1,100.00
8	Hourly Labor	125.00	1,000.00
12	Monthly Cloud Service	39.95	479.40
250	22/6 Plenumm Cable	0.60	150.00
250	18/4 Plenum Cable	0.60	150.00
Please Sign and Return If Accepted		<b>Total</b>	<b>\$6,429.40</b>

**Web Site:** [www.totalsecuritysolutions.com](http://www.totalsecuritysolutions.com)

WESTT21001

**MEMORANDUM**

**TO:** Jon Altshul, Township Manager

**FROM:** Marc Morfei, Project Manager

A handwritten signature in black ink, appearing to read "Marc Morfei", is positioned to the right of the "FROM:" field.

**DATE:** November 9, 2023

**SUBJECT:** Oakbourne Park  
MECO Constructors Inc.  
Payment Request No. 7

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We have reviewed the attached Request for Payment [No. 7] submitted by MECO Constructors Inc. and find the request consistent with the work performed and in accordance with the Contract Documents. Therefore, we recommend payment as shown in the attached application.

The total amount of this request for payment less retainage is **\$369,443.70**.

Please call if you have any questions or if we can be of further assistance.

Enclosure: Pay Request [No. 7]

## REQUEST FOR PAYMENT

From: MECO CONSTRUCTORS INC.  
684 DUNKSFERRY ROAD  
BENSALEM, PA 19020

To: Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

Invoice: 723511  
Draw: 7  
Invoice date: 10/31/2023  
Period ending date: 10/31/2023

Contract For:

**Request for payment:**

Original contract amount	\$5,380,100.00	
Approved changes	\$92,450.00	
Revised contract amount		\$5,472,550.00
Contract completed to date		\$3,490,904.16
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$349,090.42	
Total completed less retainage		\$3,141,813.74
Less previous requests	\$2,772,370.04	
Current request for payment		\$369,443.70
Current billing		\$410,493.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$41,049.30	
Current amount due		\$369,443.70
Remaining contract to bill	\$2,330,736.26	

Project: 1-23511-0  
Oakbourne Park Improvements

Contract date:

Architect:

*Marc Morfei*

Scope:

Approved 11/9/2023  
Marc Morfei, Pennoni Assoc.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	92,450.00	
Total approved this Month		
<b>TOTALS</b>	<b>92,450.00</b>	
<b>NET CHANGES by Change Order</b>	<b>92,450.00</b>	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the Westtown Township relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: MECO CONSTRUCTORS INC.

State Of PA

County Of BUCKS

By: *[Signature]*

Subscribed and sworn to before me this 10<sup>th</sup> day of Nov, 2023

Date: 11/9/23

Notary Public *[Signature]*  
My commission expires: 6/30/2024

Commonwealth of Pennsylvania - Notary Seal  
Wendy M. Weil, Notary Public  
Bucks County  
My commission expires June 30, 2024  
Commission number 1041388  
Member, Pennsylvania Association of Notaries

## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen

Invoice: 723511

Draw: 7

Period Ending Date: 10/31/2023 Detail Page 2 of 4 Pages

Item ID	Description	CONTRACTED				CURRENT		TOTAL TO DATE		Units to Finish
		Unit of Measure	Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
1	Temporary Site Controls	LS	1.00	29,000.00	29,000.00			1.00	29,000.00	
2	Temporary Erosion Controls	LS	1.00	89,000.00	89,000.00			1.00	89,000.00	
3	Site Preparation	LS	1.00	79,500.00	79,500.00			1.00	79,500.00	
4	Clearing & Grubbing	LS	1.00	44,900.00	44,900.00			1.00	44,900.00	
5	Remove Trees Over 6" Caliper	EA	25.00	580.00	14,500.00			25.00	14,500.00	
6	Remove Water Meter Vault	EA	1.00	2,300.00	2,300.00			1.00	2,300.00	
7	Earthwork	LS	1.00	662,000.00	662,000.00	0.10	66,200.00	0.90	595,800.00	0.10
8	Concrete Curb	LF	2,550.00	35.00	89,250.00					2,550.00
9	Bituminous Parking Lot Paving	SY	6,750.00	49.00	330,750.00	750.00	36,750.00	750.00	36,750.00	6,000.00
10	ParkingLot Pvmnt Markngs&Signs	LS	1.00	10,950.00	10,950.00					1.00
11	Concrete Sidewalk	SF	7,257.00	13.00	94,341.00	725.00	9,425.00	725.00	9,425.00	6,532.00
12	ADA Curb Ramps	EA	8.00	2,600.00	20,800.00					8.00
13	Concrete Dumpster Pad	LS	1.00	7,600.00	7,600.00					1.00
14	Boulder Wall	LF	280.00	222.00	62,160.00	57.00	12,654.00	57.00	12,654.00	223.00
15	Parking Lot Light Poles	EA	2.00	17,750.00	35,500.00					2.00
16	Flagpole Lighting	LS	1.00	16,300.00	16,300.00	1.00	16,300.00	1.00	16,300.00	
17	Site Electrical Outlets	LS	1.00	12,960.00	12,960.00	1.00	12,960.00	1.00	12,960.00	
18	ComfrtStatinBldgFnd&Cordnation	LS	1.00	25,400.00	25,400.00			1.00	25,400.00	
19	ShdPav,Ftgs&ConcPad@ComfStatio	LS	1.00	121,500.00	121,500.00			1.00	121,500.00	
20	Hex Block Asphalt Unit Paving	SY	300.00	368.00	110,400.00					300.00
21	Bit Pathway-Athletic Core Area	SY	1,400.00	60.00	84,000.00	720.00	43,200.00	720.00	43,200.00	680.00
22	Picnic Tables	EA	6.00	2,135.00	12,810.00					6.00
23	StoneSeatWall@ComfortStation	LF	25.00	795.00	19,875.00			20.00	15,900.00	5.00
24	Trash Receptacles	EA	4.00	1,780.00	7,120.00					4.00
25	Benches	EA	9.00	1,400.00	12,600.00					9.00
26	Collapsible Bollards	EA	3.00	2,040.00	6,120.00					3.00
27	Basketball Court & Features	LS	1.00	106,000.00	106,000.00					1.00
28	StoneSeat/RetainWall@BsktblCr	LF	125.00	800.00	100,000.00			100.00	80,000.00	25.00
29	ChainLinkFence@BasketballCourt	LF	265.00	104.00	27,560.00					265.00
30	GravityBlkWalls@BasketbalCourt	SF	735.00	77.00	56,595.00			642.00	49,434.00	93.00
31	Tennis Court & Feastures	EA	2.00	85,800.00	171,600.00					2.00
32	ChnLnkFenc&Gates@TennisCourts	LF	730.00	142.00	103,660.00					730.00
33	GravityBlkWalls@Tennis Courts	SF	1,726.00	70.00	120,820.00					1,726.00



## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen

Invoice: 723511

Draw: 7

Period Ending Date: 10/31/2023

Detail Page 3 of 4 Pages

Item ID	Description	CONTRACTED				CURRENT		TOTAL TO DATE		Units to Finish
		Unit of Measure	Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
34	ConcPad-ShadStruct@TennisCourt	LS	1.00	20,800.00	20,800.00					1.00
35	Tennis Backboard Wall Panel	EA	1.00	12,350.00	12,350.00					1.00
36	(3) Pickleball Courts&Features	LS	1.00	79,300.00	79,300.00					1.00
37	ChnLnkFnc&Gates@PickballCourt	LF	215.00	123.00	26,445.00					215.00
38	GravtyBlkWalls@PickballCourts	SF	665.00	81.00	53,865.00			1,014.47	82,172.07	-349.47
39	Batting Cage	LS	1.00	128,300.00	128,300.00	0.25	32,075.00	0.50	64,150.00	0.50
40	Flagpole,Found&AsociatedPaving	LS	1.00	8,500.00	8,500.00			1.00	8,500.00	
41	ConcStep&Hndrails#1@PickbCourt	LS	1.00	37,300.00	37,300.00			1.00	37,300.00	
42	ConcStep&Hndrails#2@TennisCourt	LS	1.00	33,100.00	33,100.00					1.00
43	ConcStep&Hndrail#3@ComfStation	LS	1.00	87,200.00	87,200.00			1.00	87,200.00	
44	ConcStep&Hndrail#4@SoccerField	LS	1.00	127,900.00	127,900.00			1.00	127,900.00	
45	ConcStep&Hndrail#5@PakingLot	LS	1.00	126,700.00	126,700.00			1.00	126,700.00	
46	Surface Infiltration Basin #1	LS	1.00	112,400.00	112,400.00			1.00	112,400.00	
47	Surface Infiltration Basin #2	LS	1.00	151,800.00	151,800.00			1.00	151,800.00	
48	SubsurfaceInfiltration Basin#3	LS	1.00	224,400.00	224,400.00			1.00	224,400.00	
49	Rain Garden Basin #4	LS	1.00	10,180.00	10,180.00					1.00
50	Rain Garden Basin #5	LS	1.00	6,980.00	6,980.00					1.00
51	Rain Garden Basin #6	LS	1.00	6,980.00	6,980.00					1.00
52	Rain Garden Basin #7	LS	1.00	17,600.00	17,600.00					1.00
53	Bioretention Basin #8	LS	1.00	13,100.00	13,100.00					1.00
54	Bioretencion Basin #9	LS	1.00	12,300.00	12,300.00					1.00
55	15" HDPE	LF	2,205.00	61.00	134,505.00	100.00	6,100.00	2,122.00	129,442.00	83.00
56	24" HDPE	LF	31.00	116.00	3,596.00					31.00
57	Stormwater Inlets	EA	37.00	3,405.00	125,985.00	3.00	10,215.00	35.00	119,175.00	2.00
58	Stormwater Manholes	EA	14.00	4,280.00	59,920.00			14.00	59,920.00	
59	Endwalls	EA	6.00	2,210.00	13,260.00			1.00	2,210.00	5.00
60	Not Used	EA			0.00					
61	E.PleasantGroveCulvertCrossing	LS	1.00	40,000.00	40,000.00			1.00	40,000.00	
62	New Metered Electrical Service	LS	1.00	131,800.00	131,800.00			1.00	131,800.00	
63	New Sanitary Service	LS	1.00	50,000.00	50,000.00			1.00	50,000.00	
64	New Metered Water Service	LS	1.00	54,400.00	54,400.00	0.20	10,880.00	1.00	54,400.00	
65	GrndHydrants(2)&AssocPlumbing	LS	1.00	3,550.00	3,550.00	1.00	3,550.00	1.00	3,550.00	
66	Relocat Existing12" Water Line	LF	393.00	440.00	172,920.00			393.00	172,920.00	

## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen

Invoice: 723511

Draw: 7

Period Ending Date: 10/31/2023 Detail Page 4 of 4 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
67	RelocateExistingElectricalLine	LF	100.00	50.00	5,000.00			100.00	5,000.00	
68	RelocateExistingNaturalGasLine	LF	100.00	230.00	23,000.00	17.70	4,071.00	101.00	23,229.68	-1.00
69	French Drain System @ Pond	LS	1.00	27,251.00	27,251.00	1.00	27,251.00	1.00	27,251.00	
70	NewPavedWalkPath@MansionArea	SY	410.00	99.00	40,590.00					410.00
71	NewGrvWalkingPath@PondArea	SY	360.00	162.00	58,320.00	360.00	58,320.00	360.00	58,320.00	
72	ResurfaceExistingGravelDrive	SY	1,100.00	34.00	37,400.00					1,100.00
73	Dedicious Shade Trees	EA	86.00	785.00	67,510.00					86.00
74	Deciduous Ornamental Trees	EA	26.00	785.00	20,410.00					26.00
75	Evergreen Trees	EA	47.00	505.00	23,735.00					47.00
76	Shrubs	EA	438.00	62.00	27,156.00					438.00
77	Ornamental Grasses	EA	32.00	28.00	896.00					32.00
78	Basin Seed Mixes	LS	1.00	1,925.00	1,925.00					1.00
79	Lawn Seeding	LS	1.00	44,500.00	44,500.00					1.00
AA1	Playground	LS	1.00	98,800.00	98,800.00	0.49	48,412.00	1.00	98,891.41	0.00
AA5a	ConvntExistngGravlTrails-Aspht	LS	1.00	121,300.00	121,300.00	0.10	12,130.00	1.00	121,300.00	
AA5b	Fixed Steel Bollards	EA	5.00	1,400.00	7,000.00					5.00
ChngOrd 1	CO#1 UndrgrndTnkClsr,ReloElcLn	EA	1.00	92,450.00	92,450.00			1.00	92,450.00	

Totals				5,472,550.00		410,493.00		3,490,904.16	
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# Check Register

Westtown Township

17-Nov-23

From: 07-Nov-23

To: 20-Nov-23

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 GENERAL FUND</b>					
17649	11/7/2023	6052	ACE Hardware of West Chest	\$84.87	O
17650	11/7/2023	405540	Albert Federico Consulting, LL	\$1,875.00	O
17651	11/7/2023	32	AQUA PA	\$379.79	O
17652	11/7/2023	257	Daily Local News	\$577.00	O
17653	11/7/2023	127	In-Fleet Truck Service	\$367.00	O
17654	11/7/2023	1000966	Karen Travers	\$50.00	O
17655	11/7/2023	1000597	NetCarrier Telecom Inc.	\$500.77	O
17656	11/7/2023	314	Proforma Print Marketing	\$193.30	O
17657	11/7/2023	7179	Square 9 Softworks	\$1,080.16	O
17658	11/7/2023	347	Staples	\$39.98	O
17659	11/7/2023	810	Mark S Gross	\$200.00	O
17660	11/7/2023	7329	Michael P King	\$495.00	O
17661	11/8/2023	173	KNOX EQUIPMENT RENTAL	\$65,037.68	O
17662	11/8/2023	1157	Nationwide Testing Associatio	\$453.00	O
17663	11/8/2023	406050	Protree Services LLC	\$9,500.00	O
17664	11/13/2023	605	ALPHA SPACE CONTROL C	\$17,403.95	O
17665	11/13/2023	1009	Ann Marie Cassidy	\$1,240.00	O
17666	11/13/2023	1044	ASSOCIATED TRUCK PART	\$17.03	O
17667	11/13/2023	7247	Bradbury Camp SUV CW	\$250.00	O
17668	11/13/2023	222	Brandywine Valley SPCA	\$358.54	O
17669	11/13/2023	1201	Charles A. Higgins & Sons, Inc	\$402.00	O
17670	11/13/2023	1000972	Dan Ferry Plumbing Inc	\$875.00	O
17671	11/13/2023	1000187	Eagle Power Turf and Tractor	\$381.97	O
17672	11/13/2023	929	Good Fellowship Ambulance	\$46,000.00	O
17673	11/13/2023	7196	GreatAmerica Financial Svcs	\$171.00	O
17674	11/13/2023	1000074	NAPA AUTO PARTS	\$196.35	O
17675	11/13/2023	15	Office Basics, Inc.	\$519.70	O
17676	11/13/2023	778	Petro Commercial Services	\$29.95	O
17677	11/13/2023	347	Staples	\$18.19	O
17678	11/13/2023	1000823	Systems Design Engineering I	\$675.00	O
17679	11/13/2023	1187	Weavers Store, Inc.	\$161.15	O
<b>Bank Total:</b>				<b>\$149,533.38</b>	
<b>Bank Account: 8 Enterprise Fund</b>					
1528	11/7/2023	1164	Univar Solutions USA, Inc.	\$4,271.44	O
1529	11/7/2023	61	West Goshen Township (WW	\$80,529.20	O
<b>Bank Total:</b>				<b>\$84,800.64</b>	
<b>Bank Account: 15 Go Bond Series 2022 Proceeds</b>					
123	11/7/2023	1000776	M & W Precast, LLC	\$112,601.60	O
124	11/8/2023	406052	Pennoni	\$6,120.00	O

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

17-Nov-23

From: 07-Nov-23 To: 20-Nov-23

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<b>Check No</b>	<b>Check Date</b>	<b>VendorNo</b>	<b>Vendor</b>	<b>Check Amount</b>	<b>Status</b>
			<b>Bank Total:</b>	<b>\$118,721.60</b>	
			<b>Total Of Checks:</b>	<b>\$353,055.62</b>	