

# WESTTOWN TOWNSHIP

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## AGENDA

### Westtown Township Board of Supervisors Regular Meeting

Monday, December 18, 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 – December 18, 2023
- III. Approval of Board of Supervisors Meeting Minutes – December 4, 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 – Jim Lees
  - E. EAC – Adam Kapp
- V. Public Comment (Non-Agenda Items)
- VI. Old Business - None
- VII. New Business
  - A. Consider Adoption of the 2024 Township Budget
  - B. Consider Adoption of 2024 Westtown East Goshen Police Budget Version 6
  - C. Authorize Township Manager to Negotiate Contract Price and Terms with Engineer for Route 926 and Shady Grove Way Traffic Signal Project
  - D. Consider PennDOT Proposal about Pedestrian Crossings along Route 926
  - E. Consider Amended PennDOT Right-of-Way Sanitary Sewer Facilities Operations, Maintenance and Endowment Agreement with 1594 West Chester Realty, LP
  - F. Consider Payment Application #2/Final for 2023 Road Program to Innovative Construction Services, Inc for \$710,336.76
  - G. Consider Escrow Release #5 to Huntrise Builders, LLC for Sawmill Court in the Amount of \$139,460.43
  - H. Consider Payment Application #8 to MECO Constructors, Inc for \$328,500 for the Oakbourne Park Project
- VIII. Announcements
  - A. Announce Winner of Holiday Home Decoration Contest
  - B. 2024 Real Estate Valuation of Township is \$828,832,155
  - C. Susan Alloway Has Resigned from the Parks & Recreation Commission
  - D. The Township is Seeking Applications for the Township's Park & Recreation and Environmental Advisory Commission
  - E. Holiday Office Closures, Monday, December 25, Tuesday, December 26 and Monday, January 1
  - F. Acknowledge Scott Yaw for his Service on the Westtown Township Board of Supervisors

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, December 4, 2023 at 7:30 PM

Present were: Chair Tom Foster, Vice Chair Dick Pomerantz, Police Commissioner Scott Yaw, Township Manager Jonathan Altshul, Assistant Township Manager and Director of Planning and Zoning Mila Carter, Public Works Director Mark Gross, Township Solicitor Rob Jefferson, Planning Commissioner Jack Embick, Park and Recreation Commissioner Ken Leidheiser, and Historical Commissioner Dave Walter. Approximately three 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, December 4, 2023**

Mr. Foster reported that the Board met in Workshop tonight to discuss a sketch plan for a proposed Chase Bank site at 1502 West Chester Pike and proposed amendments to the 2024 fee schedule, and to accept public comment.

Mr. Foster also reported that the Board met in Executive Session prior to the Conditional Use hearing on the evening of November 29 to discuss legal matters with the Township Solicitor, and again tonight to discuss legal matters with the Township solicitor and personnel matters.

## **III. Approval of Meeting Minutes of November 20, 2023 Meeting**

Mr. Pomerantz made a motion to approve the minutes from the November 20, 2023 meeting, as amended. Mr. Yaw seconded. There was no public comment, and the motion passed 3-0.

## **IV. Departmental Reports**

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

Mr. Gross reported on a number of highlights in the Public Works Department, including the completion of annual line painting of resurfaced roads, the sale of the 1993 International Dump Truck on Muncibid for approximately \$9,500, annual backflow testing in Township facilities, a sewer main repair on Elk Lane, general support at the Wastewater Treatment Plant due to a staffing vacancy and preparation for replacement of the fire alarm at the Township building. He also reported that depending on the weather, the Park contractor would be paving the parking lot soon and had begun to mobilize to do the trail work behind the mansion.

Mr. Foster asked about the survey markers along South Concord Road by the park, to which Mr. Gross stated they were probably from survey work related to the Pleasant Grove Force Main replacement.

Mr. Pomerantz asked whether Mr. Gross was satisfied with the sales price of the dump truck, to which Mr. Gross responded that he'd hoped for a little more, but he was still satisfied. Mr. Pomerantz asked whether the truck was picked up or delivered to the new owner, to which Mr. Gross stated that it had been picked up. Mr. Pomerantz asked about the worst case scenario with the park project, to which Mr. Gross responded that the contractor is now battling the weather to pave the driveway, parking lot and the courts, but that he's hopeful that the work will be completed soon.

### **B. Park & Recreation Commission – Ken Leidheiser**

Mr. Leidheiser reported on a number of highlights over the past year for the Park & Recreation Commission, including the inaugural photo contest, which was won by an 11-year-old boy, the recent decoration of Oakbourne Mansion, and the 3<sup>rd</sup> annual holiday home decoration contest.

### **C. Historical Commission – Dave Walter**

Mr. Walter reported on a number of items the Historical Commission had been working on. First, he stated that the Commission was awaiting the review of the proposed amendments to the Historical Ordinance from the Township Solicitor. Next, he stated that they were working with Rustin High School on holding a Westtown History Day there. Finally, he noted that the Commission had been discussing erecting a historical marker on school district property commemorating Sarah Starkweather, who was one of the first, if not the first, female school superintendents in the United States.

Mr. Pomerantz asked if Ms. Starkweather was the first superintendent in the United States, to which Mr. Walter responded that she may have been, but that more research is needed in this area. Mr. Pomerantz also asked what criteria the Historical Commission used to determine who is eligible for a historical marker, to which Mr. Walter indicated that the Commission could develop these criteria with input from the Board.

Mr. Foster asked what the connection is between Ms. Starkweather and Westtown and noted that she lived in West Chester and not Westtown.

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

Mr. Embick reported that the last Planning Commission meeting was canceled due to Thanksgiving, but that at its meeting this coming Wednesday, the Commission would discuss a special exception application for 1001 Walnut Street and the draft burning and managed meadow ordinances.

### **E. Township Solicitor – Rob Jefferson**

Mr. Jefferson deferred on a solicitor's report until next month when Mr. McKenna is back.

### **F. Township Manager – Jonathan Altshul**

Mr. Altshul reported that the Board would hold a special meeting on Wednesday, December 27 at 7:30pm to announce its oral decision in the Stokes Estate Conditional Use matter. He also reported that the Township continues to receive complaints about missed yard waste pick-up.

### **V. Public Comment (Non-Agenda Items)**

None.

### **VI. Old Business - None**

### **VII. New Business**

#### **A. Consider Resolution 2023-14 and 2024-2028 Intermunicipal Fire Services Agreement for the West Chester Fire Department**

Mr. Pomerantz made a motion to adopt Resolution 2023-14 and authorize the Chairman to execute the 2024-2028 Intermunicipal Fire Services Agreement for the West Chester Fire Department. Mr. Yaw seconded. There was no public comment and the motion passed 3-0.

### **VIII. Announcements**

Mr. Foster made the following announcements:

- A. The Township is Seeking Applications for the Township's Park & Recreation and Environmental Advisory Commission** – Please submit a resume or brief statement of interest to the Township Manager if you are interested in volunteering.

**B. Holiday Home Decoration Contest, December 8 Deadline for Submissions** – To participate, please email parkrec@westtown.org with your name, address and a photo of your display by Friday, December 8. Winners will be announced on December 18.

**C. Yard Waste Pick-up, Saturday, December 16**

**D. Holiday Office Closures, Monday, December 25, Tuesday, December 26 and Monday, January 1**

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

None.

**X. Payment of Bills**

Mr. Pomerantz made a motion to approve the General Fund bills for \$395,473.96, Enterprise Fund bills for \$19,357.61, and GO Bond Series 2022 Fund bills for \$369,443.70, for a grand total of \$784,275.27. Mr. Yaw seconded. There was no public comment, and the motion passed 3-0.

**XI. Adjournment**

Mr. Pomerantz made a motion to adjourn the meeting at 7:57PM.

Respectfully submitted,  
Jonathan Altshul  
Township Manager



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December 10, 2023

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

For November, there were 94 calls for service in Westtown (Fire and EMS). Fifty-four incidents were in the West Chester Fire Department district and 40 in the Goshen Fire Company district. Year to date, there have been 979 calls for service.

The peak time for incidents in November was between 8 am and 1 pm.

The West Chester Fire Department responded to six calls for service, and the Goshen Fire Company responded to seven calls for service. Of those 13 calls for service, the most significant was an accident involving a commercial motor vehicle that resulted in a diesel fuel spill on Westtown Road and a Carbon Monoxide leak in a residential home on Woodstock Lane.

The remaining 81 calls for service were medical responses handled by Good Fellowship EMS and Goshen Fire Company EMS.

No burning complaints for November, and I continue to work with the Planning Commission on a revision to the burning ordinance.

Respectfully submitted,

Gerald R. DiNunzio, Jr  
Fire Marshal  
Emergency Management Coordinator

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

<u>ACCT#</u>	<u>DESCRIPTION</u>	<u>11/1/2023 BALANCE</u>	<u>NOVEMBER RECEIPTS</u>	<u>NOVEMBER EXPENDITURES</u>	<u>11/30/2023 BALANCE</u>
<b><u>GENERAL FUND</u></b>					
		<b><u>\$8,026,234.78</u></b>	<b><u>\$4,831,598.61</u></b>	<b><u>-\$4,816,321.57</u></b>	<b><u>\$8,041,511.82</u></b>
01-100-001	Key Bank General Fund 7125	\$2,725,147.93	\$4,020,302.36	(\$3,886,359.55)	\$2,859,090.74
01-100-100	PLGIT P-Card Prime	\$14,087.35	\$644,522.90	(\$143,295.90)	\$515,314.35
01-100-110	PLGIT P-Card Class	\$40.04	\$143,377.31	(\$143,295.90)	\$121.45
01-106-000	PLGIT Prime	\$4,079,091.06	\$16,816.09	(\$643,295.90)	\$3,452,611.25
01-106-100	PLGIT Class	\$734.87	\$3.13	\$0.00	\$738.00
01-107-000	KBCM Investments	\$1,206,725.00	\$6,576.82	(\$74.32)	\$1,213,227.50
01-110-000	Petty Cash	\$408.53	\$0.00	\$0.00	\$408.53
<b><u>OPEN SPACE FUND</u></b>					
		<b><u>\$43,239.64</u></b>	<b><u>\$31,737.25</u></b>	<b><u>\$0.00</u></b>	<b><u>\$74,976.89</u></b>
04-106-000	Open Space - PLGIT Prime	\$23,699.64	\$496.02	\$0.00	\$24,195.66
04-106-100	Open Space - PLGIT Class	\$19,540.00	\$31,241.23	\$0.00	\$50,781.23
<b><u>SEWER FUND</u></b>					
		<b><u>\$3,090,995.47</u></b>	<b><u>\$373,843.43</u></b>	<b><u>-\$281,015.10</u></b>	<b><u>\$3,183,823.80</u></b>
08-100-000	Key Enterprise Fund Checking	\$1,062,566.22	\$361,779.28	(\$281,015.10)	\$1,143,330.40
08-100-002	Prepaid UB Cash	\$3,008.47	\$2,834.20	\$0.00	\$5,842.67
08-106-000	PLGIT Prime (NEW Account)	\$2,025,420.78	\$9,229.95	\$0.00	\$2,034,650.73
<b><u>REFUSE FUND</u></b>					
		<b><u>\$836,670.63</u></b>	<b><u>\$165,199.04</u></b>	<b><u>-\$121,506.87</u></b>	<b><u>\$880,362.80</u></b>
09-100-000	CASH - REFUSE FUND	\$836,670.63	\$165,199.04	(\$121,506.87)	\$880,362.80
<b><u>OBP BOND PROCEED FUND</u></b>					
		<b><u>\$730,112.86</u></b>	<b><u>\$493,007.93</u></b>	<b><u>-\$978,165.30</u></b>	<b><u>\$244,955.49</u></b>
15-106-000	OBP Bond - PLGIT Prime	\$686,930.69	\$2,072.64	(\$490,000.00)	\$199,003.33
15-106-100	OBP Bond - PLGIT Class	\$43,182.17	\$490,935.29	(\$488,165.30)	\$45,952.16
<b><u>CAPITAL PROJECT FUNDS</u></b>					
		<b><u>\$769,165.34</u></b>	<b><u>\$246.59</u></b>	<b><u>-\$11,961.00</u></b>	<b><u>\$757,450.93</u></b>
18-100-010	Capital Project Ck 1000963122	\$11,690.64	\$0.00	\$0.00	\$11,690.64
18-100-100	CIP - Sewer	\$347,005.85	\$113.08	(\$7,353.50)	\$339,765.43
18-100-300	CP Oakbourne Park Master Plan	\$122,337.82	\$133.51	\$0.00	\$122,471.33
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	(\$4,607.50)	\$11,160.00
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><u>ARPA FUND</u></b>					
		<b><u>\$1,210,999.56</u></b>	<b><u>\$5,518.59</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,216,518.15</u></b>
19-100-000	ARPA FUND - PLGIT	\$1,210,999.56	\$5,518.59	\$0.00	\$1,216,518.15
<b><u>DEBT SERVICE FUNDS</u></b>					
		<b><u>\$1,828,269.13</u></b>	<b><u>\$135,807.78</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,964,076.91</u></b>
23-100-100	2012 DS (WEGO) #53086458	\$241,459.27	\$22,391.79	\$0.00	\$263,851.06
23-100-150	2022 DS (Oakbourne Park)	\$201,250.97	\$22,150.44	\$0.00	\$223,401.41
23-100-200	2012 DS (Sewer 05) #53085545	\$447,515.75	\$25,149.89	\$0.00	\$472,665.64
23-100-300	2011 DS(SE06) #240010	\$938,043.14	\$66,115.66	\$0.00	\$1,004,158.80
<b><u>CAPITAL RESERVE FUNDS</u></b>					
		<b><u>\$6,395,062.68</u></b>	<b><u>\$3,337,794.93</u></b>	<b><u>-\$3,218,955.76</u></b>	<b><u>\$6,513,901.85</u></b>
30-120-000	GF Key Capital Reserve (U)	\$732,105.26	\$30,034.29	(\$762,105.26)	\$34.29
30-120-200	WW Key Capital Reserve (D)	\$355,685.57	\$60,000.00	(\$415,685.57)	\$0.00
30-120-400	GF Key Capital Reserve (D)	\$2,041,138.93	\$0.00	(\$2,041,138.93)	\$0.00
30-122-000	GF Univest MM Capital Rsv (U)	\$2,212,661.61	\$775,332.86	(\$26.00)	\$2,987,968.47
30-122-001	GF Univest MM Capital Rsv (D)	\$0.00	\$2,050,212.01	\$0.00	\$2,050,212.01
30-122-200	WW Univest MM Capital Rsv (D)	\$1,053,471.31	\$422,215.77	\$0.00	\$1,475,687.08
<b><u>LIQUID FUEL FUNDS</u></b>					
		<b><u>\$220,607.96</u></b>	<b><u>\$1.48</u></b>	<b><u>\$0.00</u></b>	<b><u>\$220,609.44</u></b>
35-100-000	Liquid Fuels Checking Account	\$216,130.61	\$0.00	\$0.00	\$216,130.61
35-100-002	Liquid Fuels Money Market	\$4,477.35	\$1.48	\$0.00	\$4,478.83
<b><u>BILLBOARD ESCROW FUND</u></b>					
		<b><u>\$28,682.76</u></b>	<b><u>\$9.43</u></b>	<b><u>\$0.00</u></b>	<b><u>\$28,692.19</u></b>
40-100-102	Billboard Landscapes Escrow	\$23,374.34	\$7.69	\$0.00	\$23,382.03
40-100-115	FLINTLOCK (Rustin Res.) Escrow	\$5,308.42	\$1.74	\$0.00	\$5,310.16
<b>GRAND TOTAL - ALL FUNDS</b>		<b>\$23,180,040.81</b>	<b>\$9,374,765.06</b>	<b>(\$9,427,925.60)</b>	<b>\$23,126,880.27</b>



# WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall, 1039 Wilmington Pike  
Wednesday, December 6, 2023 – 7:00 PM

## **Present**

Commissioners – Russ Hatton (RH), Jack Embick (JE), Jim Lees (JL), Brian Knaub (BK), Kevin Flynn (KF), and Joseph Frisco (JF) were present. Tom Sennett (TS) was absent. Also present were Gerald DiNunzio, Township Fire Marshal, Stephen Wahrhaftig and Patrick McDonough, Historical Commission members.

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

Mr. Hatton called the meeting to order at 7:00 PM.

## **Adoption of Agenda (JE/JL) 6-0**

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

## **Approval of Minutes (JE/KF) 5-0-1**

Mr. Embick made a motion to adopt the meeting minutes from November 8, 2023. Mr. Flynn seconded. Mr. Frisco abstained. All were in favor of the motion.

## **Announcements**

1. Ms. Carter announced that special meeting for the Board to render an oral decision on the conditional use application for the Stokes Estate Flexible Development was scheduled for December 27, 2023 at 7pm.

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

None

## **Old Business**

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

Gerry DiNunzio summarized that he worked with Ms. Carter to address PC's comments on proposed language, which included editing definitions for recreational and ceremonial fire, adding definition for yard waste and applicable requirements, dimensions for the burning area, and clarification on how to contact a Fire Marshall. Mr. Flynn asked about the Chester County non-emergency 911 number. Mr. DiNunzio explained that when you call 911, it goes to the same dispatch room as calling the non-emergency number. Ms. Carter noted that the Chester County 911 was defined in the Code but not specified. Mr. Flynn suggested for the actual phone number to be included in the ordinance language. Mr. Embick asked about the notification process at the call center. Mr. DiNunzio explained that when you call 911 to notify about setting up a bonfire, the Fire Marshall gets alerted. Mr. Hatton recommended to include this number on the front page of the Township website. Ms. Carter proposed to have an article on outdoor burning in the newsletter. Mr. Embick pointed out that some of the language needs to be corrected and asked the reasons behind limiting fire pits to 44 inches in circumference. Mr. DiNunzio believed that it was the largest size available from the manufacturers. Mr. Embick asked whether Mr. DiNunzio was satisfied with the ordinance language from the enforcement perspective. Mr. DiNunzio responded that he was with minor changes as suggested by the PC to clarify some language. Mr. Embick wanted to verify whether suggested setbacks for fire pits and bonfires were satisfactory. Mr. DiNunzio believed they were. Mr. Flynn suggested to include "deck" where it specifies the required setbacks from buildings and structures to make it clearer. Mr. Hatton asked

about the penalties for noncompliance. Mr. DiNunzio noted that it was in the ordinance and it was a summary citation. Mr. Frisco asked whether there was a setback requirements from the property lines. Mr. DiNunzio believed there was not for bonfires. Mr. Embick suggested to add such setback for bonfires. Mr. DiNunzio agreed and proposed at least 20 feet setback for bonfires from the property lines. Mr. Embick also suggested to revise the section pertaining to fire bans due to drought conditions to add the Commonwealth and the County.

## **2. Ordinance Amendments – Managed Meadow**

Mr. Hatton explained that the purpose of the managed meadow ordinance is to assist the Zoning Officer in enforcing the Property Maintenance Code without having to fine residents who have such meadows in place. He recapped that the Code requirement is to keep the grass no higher than 10 inches, however, plantings within meadows are usually taller than that. He further noted that the proposed definition was purposely not very detailed and was limited to managing the invasive plants. Ms. Carter added that from the enforcement perspective if the area in question was being maintained and there were no apparent invasive plants, it could be classified as a meadow. She noted that there were revisions made to the proposed language to include setback requirements and requirement for a site plan upon request by the Township. Mr. Kevin asked how the traditional grass that is taller than 10 inches was different from a meadow. Mr. Embick referred to the proposed language that stated if the grass is taller than 10 inches and does not contain species identified on the most recent noxious weed control plants list adopted by the Pennsylvania Department of Environmental Protection (PA DEP), it would be considered a meadow. Mr. Embick expressed his support of requiring a plan.

**Motion to approve draft ordinance as amended regarding amending Chapter 170 Zoning of the Code of Westtown Township to permit managed meadows.** Mr. Lees asked whether the solicitor has approved it. Ms. Carter explained that it was reviewed except for the most recent changes which would be reviewed prior to the Board meeting. Mr. Lees seconded. All were in favor of the motion. (JE/JL) 6-1

## **New Business**

### **1. Sketch Plan Application – 1032 and 1036 Wilmington Pike**

Kurt Wolter, property owner of 1032 and 1036 Wilmington Pike, explained that he purchased the properties approximately 3-4 years ago with the intent to redevelop for a tenant, who walked away. Mr. Wolter had another prospective tenant for commercial use, for which the sketch plan was prepared, but who decided not to move forward. Mr. Wolter wanted to meet with the Planning Commission to discuss any concerns pertaining to the property and referred to the sketch plan depicting a potential layout of building, parking areas, circulation, landscaping buffer and an underground stormwater management facility.

Mr. Embick noted that the PC was advised there was a concern about a historic significance of the building, which is included on the Westtown Township Historic Resources list. Mr. Wolter believed the building was ready to tumble down and he intended to demolish it. He asked about the demolition process for historic resources. Mr. Hatton explained that the PC would rely on the Historical Commission (HC) to review the request and take photographs of the interior and exterior and to provide their opinion whether any building components were salvageable. He pointed out there was no restrictions preventing owners from demolishing historic structures. Mr. Wolter asked whether the next logical step was to touch base with the HC. Mr. Hatton believed that it was and pointed out that the HC was in the process of amending historic preservation ordinance which might impact the project. Ms. Carter provided an update that proposed language was under review by the solicitor, but believed that proposed changes did not restrict owners from demolishing historic structures. Mr. Embick asked whether Mr. Wolter knew about the historical significance of the property. Mr. Wolter acknowledged that he did not do that research. Mr. Embick further referred to the Pennsylvania Constitution, specifically to a provision

that, in his opinion, required townships to make sure that the historic values of the environment are maintained. Mr. Wolter asked whether it was a part of the process. Mr. Embick believed that it was a separate obligation that arises from the Constitution and not from the local ordinance.

Mr. Wolter described the current access to the property from Wilmington Pike and Old Wilmington Pike and asked for an opinion on proposed common ingress from Wilmington Pike and both ingress and egress from Cheyney Drive. Mr. Flynn asked why it was two separate parcels considering that they were both part of one former motel. Mr. Wolter explained that the properties were under separate ownership until the owners of 1032 Wilmington Pike bought the adjacent property. He confirmed that he intends to consolidate two parcels into one. Mr. Embick referred to the truck turning plan sheet and asked how the conflict would be managed between vehicles. Mr. Wolter acknowledged that it might be an issue to address. Mr. Hatton raised concerns about the impact of vehicles turning into the property from Wilmington Pike on traffic flow and safety. Mr. Wolter believed if that access was to be eliminated, vehicles would travel through Jacqueline and Cheyney Drive. Mr. Wolter also noted that there was a sign limiting speeds located at the entrance of Jacqueline Drive. Mr. Flynn raised concern about the impact of potential widening of Wilmington Pike on the future plans for the properties. Mr. Hatton believed it was not an issue as long as it didn't go beyond the right-of-way. Ms. Carter noted that pursuant to the ordinance, the future right-of-way for U.S. Route 202 is 120 feet. There was a discussion on the width of the right-of-way and future right-of-way. Mr. Hatton asked Mr. Wolter the reasons behind choosing retail land use for the properties. Mr. Wolter believed it would probably be a warehouse and/or distribution use with retail space. Mr. Lees asked about the access to public sewer. Mr. Wolter confirmed that he was in the process of connecting to the sewer main across Wilmington Pike. Mr. Flynn raised questions about the size of loading area noted on the sketch plan. There was a discussion on the sufficiency of depicted radius for truck turning. Mr. Embick noted that Albert Federico, Township traffic engineer, will have to weigh in on that. PC pointed out that historic structure has a potential to remain based on the sketch plan and location of access.

Gerald DiNunzio made a comment that the proposed layout would make it difficult to get the fire trucks behind the building. He also noted that there was no fire hydrant in close proximity. He suggested Mr. Wolter to address those.

Stephen Wahrhaftig expressed concerns regarding the historic property. He mentioned that the Township's records indicate that the building was built in 1795 and it was one of the oldest buildings on the Township's inventory. Mr. Wahrhaftig encourage Mr. Wolter to meet with the HC to consider changes to protect the building if practical. He pointed out that the HC members included architects who would be happy to visit the property and provide recommendations that might be financially advantageous. Mr. Embick asked whether there was any information in the files about the historic significance of the property other than the age. Mr. Wahrhaftig believed there was but he didn't have time to fully investigate.

Patrick McDonough noted that maintaining historic structure within its setback lines allows the property owner if he chooses to do so to utilize it for additional purposes. He explained that new building will be required to meet all setback requirements, but the existing could be renovated where it is.

## **2. ZHB Application – 1001 S Walnut Street**

Mr. Chavous, property owner of 1001 S Walnut Street, summarized his request for special exception for major home occupation to run his business, Chavous Custom Contracting, from his home. He explained that his business is currently located in Darby, but the site is not being utilized, because he and his family relocated to Westtown and he has to commute. Mr. Chavous believed that the existing house with a 3-car detached garage would accommodate his business. Mr. Flynn asked him to describe his business. Mr. Chavous explained that he is specializing in building decks since 2008 and only has 1 to 2 helpers on an occasional basis. Mr. Flynn

wondered about the storage of materials outside and the type of equipment to be stored. Mr. Chavous planned on storing all business related materials and equipment inside the existing structures and in the future, building another detached garage for more storage. He referred to the site plan that depicted future garage on the south side of the driveway. Mr. Hatton asked which areas his business served. Mr. Chavous acknowledged that it was predominantly in the City of Philadelphia and Delaware County. Mr. Embick noted that Mr. Chavous did not address the requirements for seeking a variance and suggested doing so prior to the hearing. He believed it would be challenging, because the property is already developed and nothing prevents Mr. Chavous from living there. He further pointed out that the reasoning behind the restrictions for major home occupation in residentially zoned district is to sustain the residential character of the neighborhood and noted that only one commercial vehicle is permitted under those requirements. Mr. Chavous stated that he had two commercial vehicles. Mr. Knaub asked whether trailer was considered a commercial vehicle. Mr. Embick believed it was the case. He suggested for Mr. Chavous to consider hiring an attorney to assist with presenting the case to the ZHB. Mr. Embick also pointed out that the future garage will need a variance from setback requirements as it is depicted too close to the side property line. Ms. Carter confirmed that the setback depends on the height of the structure. Mr. Embick wanted to verify the requests for variances. Ms. Carter confirmed the request is for parking of more than one commercial vehicle. There was a discussion on what would be considered a commercial vehicle. Ms. Carter believed that the terms "commercial vehicle" and "trailer" were not defined. Mr. Chavous recapped that he would keep all commercial vehicles inside and referred to the layout plans that showed how they would fit in. Mr. Lees asked whether the applicant would be able to manipulate all of that inside every day. Mr. Chavous said that he can. Mr. Lees asked whether Mr. Chavous talked to his neighbors about the proposal and strongly suggested to get support letters prior to the hearing. Mr. Chavous responded that he met the neighbors who complimented on the improvements he made to the property. Mr. Flynn raised a question whether it made a difference if vehicles were parked inside where no one could see them. Mr. Frisco raised a concern about any proposed visual barrier to block the view to the parking area. Mr. Chavous explained there was a maple tree which he intended on cutting down and suggested to put up the privacy fence. The PC agreed on making recommendation at the next meeting.

Patrick McDonough, 7 Oakbourne Road, raised several concerns pertaining to daily commercial vehicle and customer traffic, employee parking, and noise. Mr. Chavous explained there would be no customers coming to the property, potentially only one employee, and there was a pull off paved area along S Walnut Street that can accommodate two vehicles. Mr. Hatton suggested Mr. Chavous to address these items prior to the hearing.

### **Public Comment**

None

### **Reports**

1. Mr. Embick made the BOS report from the November 20 meeting.
2. Mr. Embick made the BOS report from the December 4 meeting.
3. Mr. Hatton made the EAC report from November 28 meeting.

### **Adjournment (JE/JL) 6-0**

The meeting was adjourned at 9:25 PM.

Respectfully submitted,  
Mila Carter  
Planning Commission Secretary

**WESTTOWN TOWNSHIP ENVIRONMENTAL ADVISORY COUNCIL (EAC)**  
**Westtown Municipal Building, 1039 Wilmington Pike, West Chester, PA**  
**Tuesday, November 28, 2023 7:00 PM**

**Present:** EAC members Bob Yeats (Chair), Ray Dandrea (Vice Chair), Russ Hatton, Joe Debes, Paula Kline (remote), and Township Manager Jonathan Altshul.

**I. Call to Order**

Bob called the meeting to order at 7pm.

**II. Approval of Minutes, September 26, 2023 and October 24, 2023**

Ray made a motion to approve the minutes of September 26, 2023 as amended. Joe seconded. There was no public comment and the motion passed 4-0 (Paula was not yet present). Joe made a motion to approve the minutes of October 24, 2023. Russ seconded. There was no public comment and the motion passed 4-0.

**III. Public Comment (non-agenda items)**

None.

**IV. Old Business**

**A. Planning Commission Report** – Russ reported that at its last meeting, the Planning Commission had recommended approval of the amended parking ordinance, and had considered a sketch plan of the new bank site at Westtown Marketplace and amendments to the burning ordinance. He added that the final Conditional Use hearing for the Stokes Estate would be held tomorrow.

**B. Update on Birdtown USA** – Ray recapped his presentation to the Board of Supervisors at the November 20 Workshop about this matter. He noted that Tom Foster had concerns about the initiative and that Dick Pomerantz asked a series of questions about the make-up of the proposed new committee. He added that he would need to repitch the proposal to the Board after the new supervisor is seated in January. Jon explained that once the Board gives the green light to the idea, he would present a resolution to the Board for adoption, and then the committee could be formed. Ray stated that he would reach out to CRC and the Audubon Society to identify people who may be interested in serving on the committee. Jon explained that the proposed Birdtown Committee is an advisory committee to the Board of Supervisors and that its meetings would be subject to the Sunshine Law and that the Board would interview and select committee members. Jon added that he would be soliciting for new Commission volunteers in the next few weeks.

**C. Update on Crebilly Acquisition** – Jon reported that the Township, in partnership with Natural Lands, was trying to get Crebilly Farm designated for eligibility for funding through the American Battlefield Trust. If this occurs, the Trust has indicated that it may be able to close the \$3 million funding gap. Concern was expressed about whether the funding gap would be closed by the March 31, 2024 deadline.

**D. Update on 2024 Budget and Priorities** – Bob reported that the advertised 2024 budget included \$2,000 for the EAC, and that the EAC would need to make a recommendation to the Board on how to spend this. Joe expressed support for the managed meadow idea in the Plumly Open Space. Ray expressed support for spending the funds on community composting.

**V. New Business**

**A. Consider Proposal for EAC Virtual Conference Presentation** - Ray explained that there had been a request for proposals issued for the EAC Virtual Conference on February 24. Bob indicated that he would respond with a proposal for a presentation about some of the Westtown EAC's early accomplishments.

**B. Consider EAC Subcommittees** – Bob outlined a number of subcommittees that could be formed to work on the various priorities that the EAC has identified and asked for volunteers. Joe indicated that he would work on the managed meadow and education and outreach, including a sustainability workshop. Ray indicated that he would work on Birdtown USA and composting. Jon suggested that the EAC be more organized and diligent about writing longer articles for the Gazette, the same way the Historical Commission does. There was also discussion around subcommittees for EV charging stations, plastic bags, waterway signs, and electric lawn equipment.

**VI. BOS Report** – Bob noted that Adam was scheduled to give the departmental report at the December 18 BOS meeting He stated he would follow up with Adam to confirm his planned attendance.

**VII. Public Comment** – Bill McElhill, 1534 Carmac, raised concerns that the Board would be approving \$50,000 in funding for renovations to the Township building, but wouldn't commit to solar panels and other sustainability initiatives. He encouraged the EAC to be more present and vocal in Board meetings.

**VIII. Announcements**

None.

**IX. Adjournment**

There being no further business, Bob adjourned the meeting at 8:24pm

Respectfully submitted,

*Jonathan Altshul, Township Manager*

# Memo

**To:** Board of Supervisors  
**From:** Cindi King, Director of Finance & Jon Altshul, Township Manager  
**Date:** December 18, 2023  
**Re:** 2024 Proposed Budget – 12/18/2023 version

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Board members,

Attached is a copy of the 2024 Proposed Budget. There have been no proposed line item changes from the advertised version of the budget.

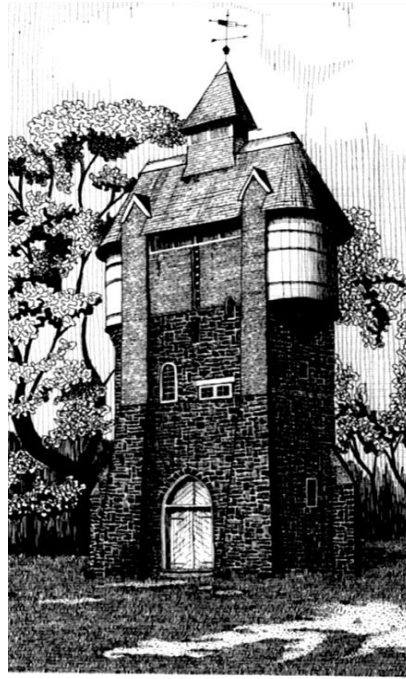
Please feel free to reach out should you have any questions before adoption on Monday.

Thank You,

*Cindi King*  
*Jon Altshul*

**Westtown Township**  
County of Chester  
Commonwealth of Pennsylvania

**Fiscal Year 2024 Proposed Budget**  
**12/18/2023**



**Thomas Foster**  
Chair

**Richard Pomerantz**  
Vice Chair

**Scott Yaw**  
Police Commissioner



# 2024 Budget Memo

Dear Westtown Township Residents and Members of the Board of Supervisors:

We are pleased to provide the 2024 Proposed Budget. This budget document balances Westtown's commitment to fiscal responsibility, while investing in critical Township infrastructure and preserving open space to ensure a brighter future for all Westtown residents.

Of particular note:

- This budget reflects an increase in tax rates for the **Open Space Fund**, with an EIT increase from 0.04% to 0.08% and a Real Estate tax increase from 0.21 mills to 0.42 mills. Both of the 2024 rates are the full amount authorized by the 2022 referendum.
- The average Westtown household will pay around **\$100 additional taxes** in 2024 than in 2023 as a result of this increase, although some residents will pay more and others less, depending on their earned income and the assessed value of their property.
- The **Refuse Fund** refuse and recycling fee will remain at \$100 per quarter (ie. \$400 per year). The Refuse Fund will require using \$208,458 from the fund balance.
- The **General Fund budget is balanced** with a **\$584,803 transfer** from the fund balance. Other than the open space taxes described above, no new tax increases are proposed. The Township continues to maintain a healthy reserve balance.
  - The General funds need to use \$584,803 from our cash balance due in large part to a significant increase in the cost of police services because of the possibility that Thornbury Township will not renew its contract with WEGO, as well as an increase in WEGO's police pension liability.
- The **Sewer Fund** will require using 1,002,890 from the fund balance, which is primarily to cover the transfer of funds to the Capital Projects Fund for the proposed Pleasant Grove Pump Station Force Main Engineering and Construction Project. We are fortunate to be able to undertake this project without the need to increase sewer rates or borrow funds.
  - The Sewer Fund also includes the following expenditures: F-450 Utility Truck (\$83,000), and \$75,000 for televising the sanitary sewer system to identify infiltration and inflow, both are carry over amounts from the 2023 budget.
- The budget reflects \$483,517 in expenses from the **ARPA Fund** and \$1,640,000 from the **Capital Project Fund** for completion of the **trail system and Athletic Core improvements at Oakbourne Park**. The **ARPA Fund** will have an additional \$776,850 available for other project/s to be determined by the Board of Supervisors.
- **Capital expenses** include Traffic Signal Construction project at the intersection of 926/Shady Grove Way for \$337,125, offset by a Green Light Go Grant of \$267,125 (net expense of \$70,000), Thorne Drive basin retrofit (stormwater) project pending receiving grant funds (net expense \$69,948), sewer collection system repairs at Londonderry/Wickerton project pending receiving grant funds (net expense \$65,019), purchase of 2 Exmark Mowers for public works (\$34,000), Administration Office upgrades (\$50,000), Public Works Buildings upgrades (38,500), Oakbourne Mansion upgrades (\$15,000), and the Township's share of costs associated with a Radley Run streambank restoration project (\$50,000), as well as the improvement to Oakbourne Park noted above.
- **Sanitary sewer capital expenses** include engineering and construction of the Pleasant Grove Pump Station Force Main project (\$1,182,000), spot repairs to the sanitary sewer collection system (\$65,019) pending grant awards, and West Goshen Sewer Authority Capital Construction (\$261,289). No increase in quarterly fees are proposed in 2024.

Pursuant to Section 3202 of the Pennsylvania Second Class Township Code, this budget was advertised more than 20 days prior to the Board's adoption and has been available for public inspection at the Township office and website <https://www.westtownpa.org/finance/>. Between the date of advertisement and the date of adoption, the budget has not changed "by more than 25% in the aggregate or more than 10% in any major category."

Sincerely,

*Cindi*

Cindi King  
Finance Director

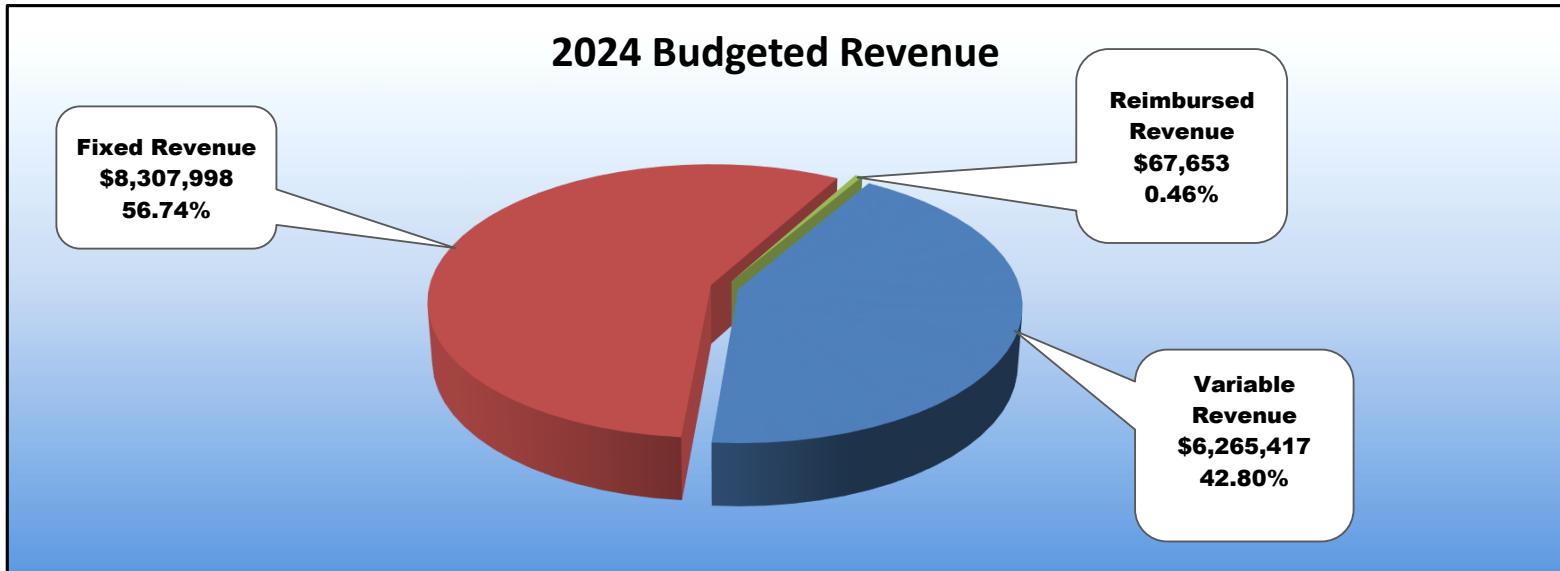
*Jon*

Jon Altshul  
Township Manager

**Westtown Township  
2024 Budget Summary**

	<b>General Operating Fund 01</b>	<b>Open Space 04</b>	<b>Sewer Operating Fund 08</b>	<b>Refuse Operating Fund 09</b>	<b>Liquid Fuels Fund 35</b>	<b>Debt Service Fund 23</b>	<b>Capital Reserve Fund 30</b>	<b>Capital Projects Fund 18</b>	<b>ARPA Fund 19</b>	<b>Total all Funds</b>
<b>Projected Beginning Cash Balance</b>	<b>7,111,341</b>	<b>34,266</b>	<b>2,959,158</b>	<b>723,838</b>	<b>4,553</b>	<b>701,731</b>	<b>6,582,189</b>	<b>1,200,204</b>	<b>1,220,367</b>	<b>20,537,648</b>
<b>Budgeted Revenues</b>										
Real Estate Taxes	2,881,355	337,500								3,218,855
Act 511 Taxes	3,933,500	404,600								4,338,100
Franchise Fees	237,200									237,200
Fines	54,525									54,525
Interest,Rents/Royalties,Gains/Losses	364,934	40,000	122,000		5,000	8,000	210,000	10,000	40,000	799,934
Grants & Inter-Govt Revenues	194,400	8,456,750	-	10,000	382,080	-		1,237,125		10,280,355
Fees for Service	29,170		70	-						29,240
Protective Inspection Fees	302,900									302,900
Sanitation/Trash/Recycling	150		2,926,360	1,329,000						4,255,510
Recreation Program Fees	1,700									1,700
Contribution/Donations/Assess	-	4,219,350								4,219,350
Proceeds of Fixed Asset Sale	-							18,000		18,000
Interfund Operating Transfers	-	-				1,596,000	615,000	1,442,089		3,653,089
Proceeds of Long Term Debt		10,575,000								10,575,000
Refunds & Reimbursements	65,403		750	1,500			-			67,653
<b>Total Revenues</b>	<b>8,065,237</b>	<b>24,033,200</b>	<b>3,049,180</b>	<b>1,340,500</b>	<b>387,080</b>	<b>1,604,000</b>	<b>825,000</b>	<b>2,707,214</b>	<b>40,000</b>	<b>42,051,411</b>
<b>Fund Balance Used (from cash acct)</b>	<b>584,803</b>		<b>1,002,890</b>	<b>208,458</b>	<b>2,920</b>		<b>-</b>	<b>1,029,378</b>	<b>1,220,367</b>	<b>4,048,816</b>
<b>Total Revenues + Fund Balance</b>	<b>8,650,040</b>	<b>24,033,200</b>	<b>4,052,070</b>	<b>1,548,958</b>	<b>390,000</b>	<b>1,604,000</b>	<b>825,000</b>	<b>3,736,592</b>	<b>1,260,367</b>	<b>46,100,227</b>
<b>Budgeted Expenditures</b>										
General Government	1,086,514	4,046	194,599	145,914		1,200	-	305,500		1,737,773
Police	4,197,965									4,197,965
Fire & Safety and Emerg. Mngmnt	541,680									541,680
Building & Code	189,500									189,500
Planning & Zoning	37,792									37,792
Public Works	1,078,073				390,000			371,125		1,839,198
SWM & Collection/Disposal/Treatment	4,420		1,225,729	1,367,961				1,419,967		4,018,077
Parks & Commissions	201,279							1,640,000	483,517	2,324,796
Donations/Library	16,731									16,731
Community Development	41,000	20,865,797								20,906,797
Debt Service	69,240	1,846,812				1,419,538				3,335,590
Miscellaneous	6,500					-			776,850	783,350
Insurance	135,260		50,717	7,200						193,176
Employee Benefits	383,085		81,425	27,883						492,393
Refunds of Prior Year	16,000									16,000
Interfund Transfers	645,000	248,400	2,499,600	-	-	-	260,089	-	-	3,653,089
<b>Total Expenses</b>	<b>8,650,040</b>	<b>22,965,055</b>	<b>4,052,070</b>	<b>1,548,958</b>	<b>390,000</b>	<b>1,420,738</b>	<b>260,089</b>	<b>3,736,592</b>	<b>1,260,367</b>	<b>44,283,908</b>
Annual Fund Credit/(Deficit) Revenue plus Fund Balance Used minus Expenses	0	1,068,145	0	0	-	183,262	564,911	-	-	1,816,319
<b>YEAR END PROJECTED CASH BALANCE</b>	<b>6,526,538</b>	<b>1,102,411</b>	<b>1,956,269</b>	<b>515,381</b>	<b>1,633</b>	<b>884,993</b>	<b>7,147,101</b>	<b>170,826</b>	<b>-</b>	<b>18,305,152</b>

Note: The Year End Cash Balance is derived from the Beginning Cash Balance plus Total Revenues less Total Expenses, and does not reflect year end outstanding liabilities.



*2024 Budgeted Revenue*

General Fund	\$8,650,040
Refuse Fund	\$1,548,958
Liquid Fuels Fund	\$390,000
Sewer Fund	\$4,052,070
	<b>\$14,641,068</b>

*2024 Revenue Categories*

Variable Revenue	\$6,265,417
Fixed Revenue	\$8,307,998
Reimbursed Revenue	\$67,653
	<b>\$14,641,068</b>

As seen in this chart, 42.8% of total revenue budgeted for 2024 relies on VARIABLE INCOME sources such as Real Estate Transfer Tax, Earned Income Tax, Local Services Tax, Franchise Fees, Fines/Rents, Charges for Services, Inspection Fees, and cash reserve appropriations.

The FIXED REVENUE sources include Property Taxes, Leases, Trash and Sewer User Fees, On Lot Assessments, as well as Intergovernmental Revenues such as Liquid Fuels Tax represent 56.74% of the budget.

The REIMBURSED REVENUE category represents reimbursement of fees by developers/residents for legal, engineering and third party contractor plan reviews/inspections, and experience reimbursements/refunds of insurance premiums.

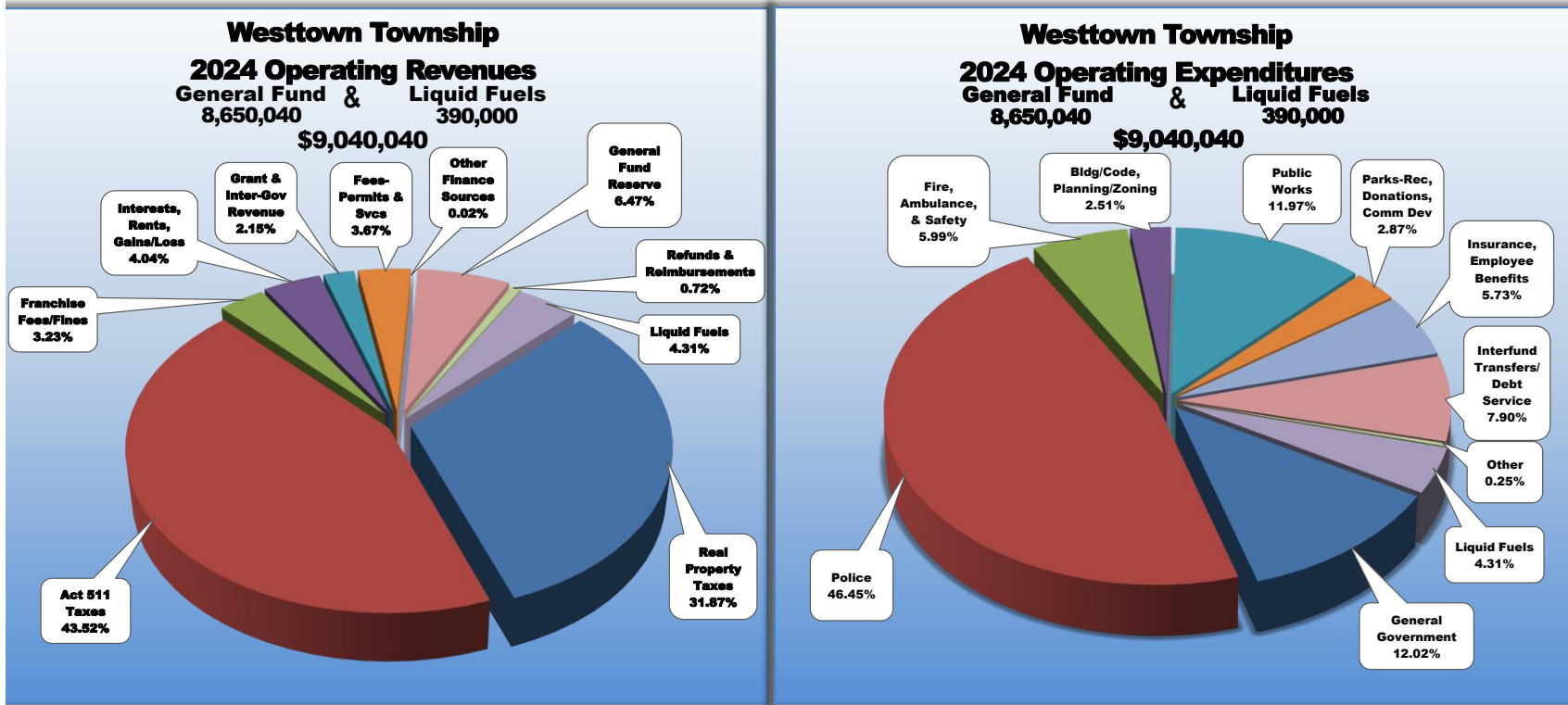
# WESTTOWN TOWNSHIP

## 2024 General Fund Operating Proposed Budget



12/18/2023

## Fiscal Year 2024 Operating and Liquid Fuel Funds



**Glossary**

**Real Property** - 3.5 mills levied on assessed value of taxable property for General Purpose.

**Act 511 Taxes** - 1/2% Earned Income Tax for General Purpose, \$52.00 Local Services Tax, and 1/2% Realty Transfer Tax.

**Shares Revenue** - Shared Revenues, Grants & Magistrate Fines.

**Liquid Fuels** - Annual Allocation from the Liquid Fuels Tax Fund

**Fees & Permits** - On-Lot Fees, protective inspection & building permits, etc.

**Misc** - Rents, cable franchise fees, false alarm fees, sales & interest earned.

**Other Financing Sources** - Developer's reimbursements, refunds.

**Police** - Payments to Westtown-East Goshen Police budget, Debt Service Sinking Funds, Refunded Police Building Bond of 2004, Pension, Post Employment Pension Reserve.

**Fire & Safety** - Payments to volunteer fire & ambulance, SPCA and Emergency Mgmt.

**Administrative** - Legislative, legal, engineering, planning, zoning, code, tax collection.

**Public Works** - Roads, winter maintenance, traffic control, street construction, PW Vehicles etc.

**Parks & Rec** - Park maintenance, Oakbourne Mansion, recreation program and forestry management, Open Space.

**Personnel** - Employee payroll and benefit costs.

**Interfund Transfer & Debt Service** - Sinking Fund payments (GO Bond 2021 & GO Bond 2022) & Reser

The additional 0.21 mills of Real Property Tax, and 0.04% Earned Income Tax levied for Open Space Preservation is reflected in the Open Space Fund, and therefor is not part of these charts.

**General Fund Revenue**

	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 ACTUAL 10/31/2023</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
Beginning Cash Balance	6,248,064			6,421,079	7,111,341		
<b><u>(301) Real Property Taxes</u></b>							
01-301-100 Real Estate Taxes - Current Yr	2,811,899	2,890,825	2,787,103	2,800,000	2,840,855	40,855	1.46%
01-301-200 Real Estate Taxes - Prior Yr		5,000		-	500	500	100.00%
01-301-400 Real Estate Taxes - Delinquent	32,864	30,000	23,801	25,000	25,000	0	0.00%
01-301-600 Real Estate Taxes - Interim	2,230	15,000	28,196	30,000	15,000	-15,000	-50.00%
<b>Subtotal (301) Real Property Taxes:</b>	<b>2,846,994</b>	<b>2,940,825</b>	<b>2,839,101</b>	<b>2,855,000</b>	<b>2,881,355</b>	<b>26,355</b>	<b>0.92%</b>
<b><u>(310) Act 511 Taxes</u></b>							
01-310-100 Real Estate Transfer Tax	386,711	400,000	322,446	355,000	325,000	-30,000	-8.45%
01-310-210 Earned Income Tax	3,248,537	3,400,000	2,764,696	3,400,000	3,450,000	50,000	1.47%
01-310-410 Local Services Tax	158,460	153,000	131,385	158,500	158,500	0	0.00%
<b>Subtotal (310) Act 511 Taxes:</b>	<b>3,793,708</b>	<b>3,953,000</b>	<b>3,218,527</b>	<b>3,913,500</b>	<b>3,933,500</b>	<b>20,000</b>	<b>0.51%</b>
<b><u>(321) Franchise Fees</u></b>							
01-321-800 Franchise Fee - Comcast	111,793	110,000	81,670	108,000	106,000	-2,000	-1.85%
01-321-801 Franchise Fee - SBA	19,960	19,960	17,190	20,639	21,200	561	2.72%
01-321-802 Franchise Fee - Verizon	120,716	118,000	86,537	114,851	110,000	-4,851	-4.22%
<b>Subtotal (321) Franchise Fees:</b>	<b>252,469</b>	<b>247,960</b>	<b>185,397</b>	<b>243,490</b>	<b>237,200</b>	<b>-6,290</b>	<b>-2.58%</b>
<b><u>(331) Fines</u></b>							
01-331-000 Court-District Magistrate	24,192	26,000	28,490	32,500	26,000	-6,500	-20.00%
01-331-100 State Police Fines/Penalties	5,017	5,500	2,250	5,000	5,000	0	0.00%
01-331-120 Ordinance Violations	150	500	1,350	1,500	5,000	3,500	233.33%
01-331-125 False Alarm Fines/Residential	175	500	450	800	525	-275	-34.38%
01-331-130 False Alarm Fines/Commercial	13,200	18,000	22,200	24,000	18,000	-6,000	-25.00%
<b>Subtotal (331) Fines:</b>	<b>42,734</b>	<b>50,500</b>	<b>54,740</b>	<b>63,800</b>	<b>54,525</b>	<b>-9,275</b>	<b>-14.54%</b>
<b><u>(341) Interest Earnings</u></b>							
01-341-000 Interest Earnings	3,005	4,800	8,136	10,000	50,000	40,000	400.00%
01-341-106 Interest - PLGIT	37,762	80,000	184,933	221,000	150,000	-71,000	-32.13%
01-341-107 Interest on US Treasury Notes/CP	5,740	5,000	4,610	5,000	15,000	10,000	200.00%
01-341-700 Interest on Dev Reimbursement	-	100	136	136	50	-86	-63.24%
<b>Subtotal (341) Interest Earnings:</b>	<b>46,508</b>	<b>89,900</b>	<b>197,815</b>	<b>236,136</b>	<b>215,050</b>	<b>-21,086</b>	<b>-8.93%</b>

**General Fund Revenue**

	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 ACTUAL 10/31/2023</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
<b><u>(342) Rents and Royalties</u></b>							
01-342-100 Township Park/Land Fees	3,350	4,000	3,115	3,500	3,500	0	0.00%
01-342-150 Oakbourne Fields Lease	6,000	6,000	-	-	6,000	6,000	100.00%
01-342-200 Township Building - Gatehouse	17,400	17,400	16,250	17,900	18,724	824	4.60%
01-342-220 Oakbourne Mansion Events	27,831	28,500	31,900	40,000	40,000	0	0.00%
01-342-240 Tower Lease - Oakbourne	39,737	40,886	34,031	40,929	41,000	71	0.17%
01-342-250 Garage Lease - American Twr	38,326	39,000	-	39,476	40,660	1,184	3.00%
<b>Subtotal (342) Rents &amp; Royalties:</b>	<b>132,644</b>	<b>135,786</b>	<b>85,296</b>	<b>141,805</b>	<b>149,884</b>	<b>8,079</b>	<b>5.70%</b>
<b><u>(343) Realized Gain/Loss</u></b>							
01-343-000 Realized Gains/Losses	(65,048)	-	34,023	34,023	-	-34,023	-100.00%
<b>Subtotal (343) Realized Gain/Loss:</b>	<b>(65,048)</b>	<b>-</b>	<b>34,023</b>	<b>34,023</b>	<b>-</b>	<b>-34,023</b>	<b>-100.00%</b>
<b><u>(355) State Shared Revenues</u></b>							
01-355-010 PURTA Monies	6,412	6,500	5,940	5,940	6,200	260	4.38%
01-355-040 Alcoholic Beverages Licenses	200	200	200	200	200	0	0.00%
01-355-070 Foreign Fire Insurance Monies	99,757	100,000	98,051	98,051	100,000	1,949	1.99%
01-355-090 State Aid - Pension	73,777	75,000	87,975	87,975	88,000	25	0.03%
<b>Subtotal (355) State Shared Revenues:</b>	<b>180,146</b>	<b>181,700</b>	<b>191,966</b>	<b>192,166</b>	<b>194,400</b>	<b>2,234</b>	<b>1.16%</b>
<b><u>(361) Twp Sales/Charges for Svcs</u></b>							
01-361-300 Zoning/Subdivision/Dev Fees	870	500	125	500	500	0	0.00%
01-361-330 Board of Supv Hearing Fee/CU	2,500	2,500	10,000	10,000	2,500	-7,500	-75.00%
01-361-340 Hearing Fees/ZHB	11,050	8,500	8,525	8,525	7,500	-1,025	-12.02%
01-361-350 ZHB Additional Fees	1,483	1,000	2,103	3,800	1,000	-2,800	-73.68%
01-361-555 Miscellaneous Sales	106	100	751	750	100	-650	-86.67%
01-361-600 Tax Certification Fees	17,104	20,000	13,380	17,500	17,500	0	0.00%
01-361-601 Tax NSF Fee	175	140	70	70	70	0	0.00%
<b>Subtotal (361) Twp Sales/Charges for Svcs:</b>	<b>33,288</b>	<b>32,740</b>	<b>34,953</b>	<b>41,145</b>	<b>29,170</b>	<b>-11,975</b>	<b>-29.10%</b>
<b><u>(362) Protective Inspection Fees</u></b>							
01-362-110 Police Reports-Background Checks	125	500	275	275	200	-75	-27.27%
01-362-409 Annual Contractor's Licenses	575	800	360	600	600	0	0.00%
01-362-410 Residential Building Permits	86,691	75,000	59,197	62,000	75,000	13,000	20.97%
01-362-420 Commercial Building Permits	17,249	40,000	107,299	107,300	80,000	-27,300	-25.44%
01-362-423 HVAC Permit	8,731	8,000	8,889	9,500	8,000	-1,500	-15.79%
01-362-424 Demolition Permit	824	500	684	684	500	-184	-26.90%
01-362-425 Solar Building Permit	4,423	2,000	1,004	65,000	1,000	-64,000	-98.46%

**General Fund Revenue**

	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 ACTUAL 10/31/2023</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
01-362-430 Plumbing Permit	1,817	1,600	1,715	1,715	1,600	-115	-6.71%
01-362-435 Annual Plumbing License	2,370	1,700	2,130	2,400	1,700	-700	-29.17%
01-362-450 U&O Permit - Residential Resale	9,143	10,000	7,905	9,500	9,500	0	0.00%
01-362-451 U&O Permit - Reinspection Resale	4,956	5,000	1,800	2,000	4,500	2,500	125.00%
01-362-452 U&O Permit - Commercial	-	500	1,359	2,500	500	-2,000	-80.00%
01-362-453 Twp U&O Administrative Fee	1,508	1,500	1,035	1,500	1,500	0	0.00%
01-362-454 Twp Permit Admin Fee	33,606	40,000	47,960	48,500	35,000	-13,500	-27.84%
01-362-455 CO Fees Collected	356	10,000	3,150	3,250	8,000	4,750	146.15%
01-362-460 Pool Permits	5,378	4,500	4,513	4,513	4,000	-513	-11.37%
01-362-461 Shed Permits	1,250	1,000	1,240	1,500	1,000	1,000	-33.33%
01-362-462 Roof Permits	4,000	2,000	2,460	2,460	2,000	-460	-18.70%
01-362-464 Fence Permits	1,750	2,000	1,400	1,500	1,750	250	16.67%
01-362-465 Deck Permits	5,370	4,000	4,708	4,708	4,000	-708	-15.04%
01-362-470 Sign Permits	703	1,500	300	500	800	300	60.00%
01-362-475 Zoning Permits	50	150	1,190	1,300	300	-1,000	-76.92%
01-362-480 Highway Occupancy Permits	21,034	12,300	15,525	16,000	14,000	-2,000	-12.50%
01-362-481 E&S Permit	7,922	7,500	4,160	5,000	6,000	1,000	20.00%
01-362-482 SWM BMP Inspection Fees	-	-	2,000	2,000	1,500	-500	-25.00%
01-362-485/486 Solicitor Fee/Mo & Annual	720	1,500	315	750	750	0	0.00%
01-362-490 Miscellaneous Permits	-	500	-	200	200	0	0.00%
01-362-500 On-Lot Assessment Fees	39,290	39,000	33,686	39,000	39,000	0	0.00%
<b>Subtotal (362) Protective Insp. Fees:</b>	<b>259,839</b>	<b>273,050</b>	<b>316,259</b>	<b>396,155</b>	<b>302,900</b>	<b>-93,255</b>	<b>-23.54%</b>
<b>(364) Sanitation Fees</b>							
01-364-600 Delinquent On-Lot Collections	581	250	198	198	150	-48	-24.24%
<b>Subtotal (364) Sanitation Fees</b>	<b>581</b>	<b>250</b>	<b>198</b>	<b>198</b>	<b>150</b>	<b>-48</b>	<b>-24.24%</b>
<b>(367) Recreation Program Fees</b>							
01-367-250 Community Garden Fees	1,875	1,875	1,700	1,700	1,700	0	0.00%
<b>Subtotal (367) Recreation Program Fees:</b>	<b>1,875</b>	<b>1,875</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>0.00%</b>
<b>(387) Contribution/Donation/Pvt Source</b>							
01-383-130 Special Assessment-Aqua in Lieu Of	70,448	145,000	261,462	261,462	-	-261,462	-100.00%
01-383-200 Fee-In-Lieu of trees - Sawmill Court	-	-	15,400	15,400	-	-	-
01-387-100 Contribution/Donation-Private	4,700	5,000	1,801	1,801	-	-1,801	-100.00%
<b>Subtotal (387) Contributions/Etc:</b>	<b>75,148</b>	<b>150,000</b>	<b>278,663</b>	<b>278,663</b>	<b>-</b>	<b>-278,663</b>	<b>-100.00%</b>
<b>(391) Proceeds of Fixed Asset Sales</b>							

2024: move to Capit  
2023:  
12K - 1993 Internati  
8K - 2006 F-350  
2022:  
Mark estimating \$451  
appvd by BOS for rep  
2021:  
28K - 2006 F-550



**General Fund Revenue**

		<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 ACTUAL 10/31/2023</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed</b>	<b>\$ Variance 2023-2024</b>	<b>% Varia 2023-2024</b>	
01-391-100	Sale of an Asset	0	20,000	39,800	39,800		-39,800	-100%	2024: move to Capit
01-391-300	Insurance Co Claim Payment	27,176	-	19,814	19,814	-	-19,814	-100%	2023: 12K - 1993 Internatio 8K - 2006 F-350
<b>Subtotal (391) Proceeds of Fixed Asset Sales:</b>		<b>27,176</b>	<b>20,000</b>	<b>59,614</b>	<b>59,614</b>	<b>-</b>	<b>-59,614</b>	<b>-100%</b>	2022: Mark estimating \$45 appvd by BOS for rep
<b>(395) Refunds &amp; Reimbursements</b>									2021: 28K - 2006 F-550
01-395-001	Refunds of Prior Yr Expense			20,016	20,016	10,000			
01-395-100	Misc Refunds/Reimbursements	14,324	12,000	939	1,000	1,000	0	0.00%	
01-395-210	Reimbursement/Newsletter/AJB	9,518	-	-	-	-	0	0.00%	
01-395-220	Reimbursement/AmTower Electric	5,880	9,000	4,043	7,000	8,000	1,000	14.29%	
01-395-230	Reimbursement/Joint Ownership	35,989	30,500	17,086	17,086	10,000	-7,086	-41.47%	
01-395-235	TelventSateliteSvc-E.Goshen	2,016	2,200	2,196	2,196	2,300	104	4.74%	
01-395-240	Reimburse/WEGO Maint/Diesel	5,064	5,200	1,950	4,000	4,000	0	0.00%	
01-395-250	Reimbursed RE Taxes	11,603	12,000	11,603	11,603	11,603	0	0.00%	
01-395-265	Capital One - Prior Year Credit			76,777	76,777	-			
01-395-257	Reimbursement - WEGO Bldg Ins.	9,607	9,800		10,699	11,000	301	2.81%	
01-395-700	Developers Reimbursements	25,694	25,000	5,627	7,500	7,500	0	0.00%	
<b>Subtotal (395) Refunds/ Reimbursements</b>		<b>119,695</b>	<b>105,700</b>	<b>140,236</b>	<b>157,876</b>	<b>65,403</b>	<b>-92,473</b>	<b>-58.57%</b>	
<b>(399) Fund Balance Appropriation</b>						<b>584,803</b>			
<b>Total General Fund Revenue &amp; Fund Balance Appro</b>		<b>8,327,761</b>	<b>8,183,286</b>	<b>7,638,488</b>	<b>8,615,271</b>	<b>8,650,040</b>	<b>34,769</b>	<b>0.40%</b>	

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(400) Legislative (Governing) Body</u></b>							
01-400-100	Legislative	9,750	9,750	9,750	9,750	0	0.00%
01-400-161	FICA	605	605	605	605	0	-0.08%
01-400-162	Medicare Employer	141	141	141	141	0	0.27%
01-400-200	Legislative Body Expenses	4,833	4,000	2,500	4,000	1,500	60.00%
01-400-300	IT-Networking BOS	-	500		500	500	100.00%
01-400-320	IPAD- Pomerantz	149	200	165	200	35	21.21%
01-400-330	IPAD- Foster	340	200	400	225	-175	-43.75%
01-400-340	IPAD- S. Yaw	162	200	165	200	35	21.21%
<b>Subtotal (400) Legislative Body:</b>		<b>15,979</b>	<b>15,596</b>	<b>13,726</b>	<b>15,621</b>	<b>1,895</b>	<b>13.81%</b>
<b><u>(401) Professional Staff</u></b>							
01-401-100	Admin Manager	98,532	120,400	104,000	124,024	20,024	19.25%
01-401-110	Professional Staff	156,059	196,800	192,000	188,240	-3,760	-1.96%
01-401-120	On Lot Management Staff	39,969	45,300	50,000	28,407	-21,593	-43.19%
01-401-161	FICA	23,064	23,188	22,196	21,122	-1,074	-4.84%
01-401-162	Medicare Employer	5,394	5,423	5,191	4,940	-251	-4.84%
01-401-163	PA UC Employer	1,467	600	600	450	-150	-25.00%
<b>Subtotal (401) Professional Staff:</b>		<b>324,485</b>	<b>391,711</b>	<b>373,987</b>	<b>367,182</b>	<b>-6,805</b>	<b>-1.82%</b>
<b><u>(402) Financial Administration</u></b>							
01-402-311	Auditing Service	14,860	15,200	15,310	20,800	5,490	35.86%
<b>Subtotal (402) Financial Administration:</b>		<b>14,860</b>	<b>15,200</b>	<b>15,310</b>	<b>20,800</b>	<b>5,490</b>	<b>35.86%</b>
<b><u>(403) Tax Collection</u></b>							
01-403-000	Tax Collection	238	250	250	250	0	0.00%
01-403-210	Office Supplies-Tax Dept	270	500	500	500	0	0.00%
01-403-305	Tax Collection Committee Budget	528	530	508	530	22	4.33%
01-403-310	EIT Tax Commission	39,151	38,000	38,000	38,000	0	0.00%
01-403-315	EIT/LST Advanced Costs	3,701	1,400	1,300	1,400	100	7.69%
01-403-320	LST Tax Commission	3,152	3,000	2,900	3,000	100	3.45%
01-403-325	Postage -Tax Dept	2,131	2,500	2,400	2,600	200	8.33%
01-403-342	Tax Bills Processing/Printing	415	650	398	650	252	63.32%
<b>Subtotal for (403) Tax Collection:</b>		<b>49,586</b>	<b>46,830</b>	<b>46,256</b>	<b>46,930</b>	<b>674</b>	<b>1.46%</b>

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(404) Legal Services</u></b>							
01-404-310	Solicitor	52,810	75,000	40,000	75,000	35,000	87.50%
01-404-320	Misc Legal Services	-	-	825		-825	-100.00%
01-404-400	Legal Fees Due from Developer	(8,222)	5,000	500	2,500	2,000	400.00%
01-404-451	Crebilly Farm Acquisition Legal Fees	22,373	30,000	14,741	-	-14,741	-100.00%
01-404-600	Legal Fees - On Lot Program	-	-	140	200	60	42.86%
<b>Subtotal for (404) Legal Services:</b>		<b>66,960</b>	<b>110,000</b>	<b>56,206</b>	<b>77,700</b>	<b>21,494</b>	<b>38.24%</b>
<b><u>(405) Administrative Staff</u></b>							
01-405-110	Office/Clerical Staff	48,960	61,600	39,000	93,440	54,440	139.59%
01-405-115	PT Accounts Payable Clerk	17,733	16,400	17,800	17,488	-312	-1.75%
01-405-161	FICA	4,526	5,549	4,266	7,498	3,232	75.77%
01-405-162	Medicare Employer	1,059	1,298	998	1,753	756	75.77%
01-405-163	PAUC Employer	839	400	200	450	250	125.00%
01-405-180	Office/Clerical Overtime	13,716	11,500	12,000	10,000	-2,000	-16.67%
<b>Subtotal for (405) Administrative Staff:</b>		<b>86,832</b>	<b>96,747</b>	<b>74,263</b>	<b>130,629</b>	<b>56,366</b>	<b>75.90%</b>
<b><u>(406) General Government Admin</u></b>							
01-406-000	General Gov Administration	143	500	200	500	300	150.00%
01-406-050	Drug Testing	1,970	1,000	1,218	1,000	-218	-17.90%
01-406-210	Office Supplies - Admin	8,199	8,300	8,300	8,300	0	0.00%
01-406-230	Office Postage	4,015	4,636	4,636	4,636	0	0.00%
01-406-240	General Operating Expenses	8,626	8,516	8,500	8,516	16	0.19%
01-406-260	Minor Equipment	1,150	4,800	1,200	4,800	3,600	300.00%
01-406-270	Phone System Upgrade	17,556	-	11,741	-	-11,741	-100.00%
01-406-320	Communication/Tele-Wireless	9,033	8,500	9,200	9,300	100	1.09%
01-406-325	EE Meal Reimbursement	328	500	400	500	100	25.00%
01-406-330	Mileage/Tolls	457	1,000	700	1,000	300	42.86%
01-406-335	Admin Vehicle/Repairs	1,153	1,500	1,500	1,500	0	0.00%
01-406-340	Newsletter	22,630	23,000	23,000	23,000	0	0.00%
01-406-341	Advertising	10,024	9,000	9,000	9,000	0	0.00%
01-406-342	Printing	155	200	150	200	50	33.33%
01-406-370	Equipment Repair/Maintenance	2,520	3,000	3,300	3,000	-300	-9.09%
01-406-380	Equipment Rental	2,052	2,600	2,100	2,600	500	23.81%
01-406-420	Membership/Dues/Subscriptions	8,673	8,700	8,700	8,700	0	0.00%
01-406-460	Training & Information	2,884	3,000	3,000	3,000	0	0.00%
01-406-510	Honorarium & Gifts	98	1,000	1,000	1,000	0	0.00%

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
01-406-600	On-Lot Program Office Supplies	712	600	600	600	0	0.00%
01-406-602	On-Lot Program Printing	545	500	500	500	0	0.00%
01-406-603	On-Lot Program Postage	912	800	1,620	800	-820	-50.62%
01-406-604	On-Lot Program Office Equipment	360	500	-	500	500	100.00%
01-406-740	Capital Purchases	-	6,000	-		0	0.00%
<b>Subtotal for (406) General Gov't Admin:</b>		<b>104,197</b>	<b>98,152</b>	<b>100,565</b>	<b>92,952</b>	<b>-7,613</b>	<b>-7.57%</b>
<b>(407) IT - Networking Services</b>							
01-407-215	Computer Hardware Svc/Supply	11,807	25,000	18,000	25,000	7,000	38.89%
01-407-218	Square 9 Filing System	1,029	1,200	1,200	1,200	0	0.00%
01-407-220	Enterprise Software Maintenance	9,686	20,000	16,000	20,000	4,000	25.00%
01-407-270	ArcGIS & On-Line Permitting Programs		16,500	-	1,500	1,500	100.00%
01-407-320	Phone System Maintenance	95	500	500	500	0	0.00%
01-407-325	Garage Computer Services	299	500	1,000	1,000	0	0.00%
01-407-330	Garage IPAD	324	400	325	400	75	23.08%
01-407-400	Web Site Programming	385		9,000		-9,000	-100.00%
01-407-480	Internet Fees	5,438	5,700	6,400	6,500	100	1.56%
<b>Subtotal for (407) IT - Networking Services</b>		<b>29,063</b>	<b>69,800</b>	<b>52,425</b>	<b>56,100</b>	<b>3,675</b>	<b>7.01%</b>
<b>(408) Engineering</b>							
01-408-313	Engineering Services	10,269	25,000	27,000	28,000	1,000	3.70%
01-408-314	Special Engr-NPDES MS4 Permit Svcs	36,431	52,000	48,000	50,000	2,000	4.17%
01-408-315	Engineering-Road Program	45,178	75,000	50,000	55,000	5,000	10.00%
01-408-316	Inspection Services	-	3,000	1,500	1,500	0	0.00%
01-408-350	Municipal Traffic Engineering	2,595	6,500	4,000	7,500	3,500	87.50%
01-408-400	Engr Svc Due from Developer	6,145	5,000	2,000	2,000	0	0.00%
01-408-410	Engr. Insp Svc Due from Dev	-	1,000	200	200	0	0.00%
<b>Subtotal for (408) Engineering:</b>		<b>100,618</b>	<b>167,500</b>	<b>132,700</b>	<b>144,200</b>	<b>11,500</b>	<b>8.67%</b>
<b>(409) General Government Buildings</b>							
01-409-250	Repairs/ Maintenance Supplies	64	1,000	1,000	1,000	0	0.00%
01-409-361	Utilities - Admin	10,636	12,000	12,500	14,400	1,900	15.20%
01-409-366	Water/Supplies- Admin	1,265	2,000	2,000	2,000	0	0.00%
01-409-370	Repair/Maintenance Svcs	7,978	6,000	7,500	8,000	500	6.67%
01-409-420	Administration Building Exp	5,863	6,000	5,500	6,000	500	9.09%
01-409-430	Township Garage Exp	10,328	8,000	9,800	10,000	200	2.04%

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
01-409-431	PW Garage Utilities	18,263	20,000	19,000	22,000	3,000	15.79%
01-409-440	Oakbourne Mansion	22,244	23,000	24,000	26,000	2,000	8.33%
01-409-445	Gatehouse at Oakbourne	13,726	10,000	8,000	10,000	2,000	25.00%
01-409-730	Capital Expense - Admin Bldg	10,654	10,000	26,500	5,000	-21,500	-81.13%
01-409-735	Capital Expense - PW Garage	-	18,000	12,500	5,000	-7,500	-60.00%
01-409-740	Capital Expense - Mansion	9,400	48,000	23,000	20,000	-3,000	-13.04%
01-409-750	Capital Purchase-Minor Equipment	-	10,000		5,000	5,000	100.00%
<b>Subtotal for (409) General Gov't Bldgs:</b>		<b>110,422</b>	<b>174,000</b>	<b>151,300</b>	<b>134,400</b>	<b>-16,900</b>	<b>-11.17%</b>
<b><u>(410) Public Safety - Police</u></b>							
01-410-010	Police Department - Budget V-5	3,200,491	3,468,876	3,468,876	4,165,315	696,439	20.08%
01-410-200	Police Building Property Insurance	9,607	10,000	10,699	11,000	301	2.81%
01-410-310	Police Staffing Study		50,000	-		0	0.00%
01-410-610	Police Bldg Capital Reserve Account	20,600	21,100	21,100	21,650	550	2.61%
01-492-200	Debt Service-Police Building	144,000	132,062	132,062	ends Dec 2023	0	0.00%
<b>Subtotal (410) Public Safety - Police:</b>		<b>3,374,698</b>	<b>3,682,038</b>	<b>3,632,737</b>	<b>4,197,965</b>	<b>565,228</b>	<b>15.56%</b>
<b><u>(411) Public Safety - Fire</u></b>							
01-411-115	Fire Inspector		1,800	500	1,900	1,400	280.00%
01-411-161	Fire Inspector Fica Tax		112	31	118	87	280.00%
01-411-162	Fire Inspector Medicare Tax		26	7	28	20	280.00%
01-411-163	Fire Inspector UC			10	20	10	100.00%
01-411-238	Fire Inspector Clothing/Uniforms				2,762	2,762	100.00%
01-411-360	Fire Hydrant Rentals	72,729	77,500	77,800	78,000	200	0.26%
01-411-370	Fire Equip Repair/Maintenance	-	1,000	300	1,000	700	233.33%
01-411-450	Alarm System Contract	1,199	2,700	1,199	2,700	1,501	125.19%
01-411-455	Alarm System Contract-PW Garage	2,606	3,000	2,900	3,000	100	3.45%
01-411-510	Volunteer EMT Credit				7,500	7,500	100.00%
01-411-531	Contribution - WC Borough	108,656	108,656	108,656	115,695	7,039	6.48%
01-411-532	Contribution - Goshen Fire Co	120,000	126,000	126,000	152,208	26,208	20.80%
01-411-533	EGoshen Fire - Workers Comp	7,262	7,500	6,702	7,500	798	11.91%
01-411-534	Good Fellowship Ambulance	30,000	46,000	46,000	56,000	10,000	21.74%
01-411-535	Firemans Foreign Fire Ins Prem	99,757	100,000	98,051	100,000	1,949	1.99%
<b>Subtotal (411) Public Safety -Fire:</b>		<b>442,209</b>	<b>474,294</b>	<b>468,156</b>	<b>528,430</b>	<b>60,274</b>	<b>12.87%</b>

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(413) Building &amp; Code Enforcement</u></b>							
01-413-200	BCO - Contracted Services	0	2,000	1,000	1,000	0	0.00%
01-413-250	Residential Review/Insp Services	113,931	120,000	90,000	100,000	10,000	11.11%
01-413-255	Code Enforce/Property Maintenance	1,042	7,000	1,000	1,000	0	0.00%
01-413-400	Commercial Review/Insp Services	33,338	50,000	70,000	75,000	5,000	7.14%
01-413-451	U&O Permit - Residential Resales	10,920	10,500	10,000	11,000	1,000	10.00%
01-413-452	U&O Permit - Commercial Resales	65	3,000	1,500	1,500	0	0.00%
<b>Subtotal (413) Building &amp; Code Enforcement:</b>		<b>159,296</b>	<b>192,500</b>	<b>173,500</b>	<b>189,500</b>	<b>16,000</b>	<b>9.22%</b>
<b><u>(414) Planning and Zoning</u></b>							
01-414-100	Planning/Zoning Wages	950	2,000	725	1,200	475	65.52%
01-414-161	PC/Zoning FICA	59	124	45	74	29	65.52%
01-414-162	PC/Zoning Medicare	14	29	11	17	7	65.52%
01-414-240	Planning/Zoning Gen Expense	7,014	7,500	7,500	7,500	0	0.00%
01-414-313	Planning Commission Consultants	40	1,000	5,000	5,000	0	0.00%
01-414-461	Supervisor Hearings	4,869	5,000	-	1,000	1,000	100.00%
01-414-462	Zoning Hearing Board Hearings	13,896	12,000	17,500	12,000	-5,500	-31.43%
01-414-463	Zoning Ordinance Revisions/Consult	-	-	1,500	5,000	3,500	233.33%
01-414-465	Advertising - ZHB/PC	5,568	6,000	5,506	6,000	494	8.97%
<b>Subtotal (414) Planning and Zoning:</b>		<b>32,410</b>	<b>33,653</b>	<b>37,786</b>	<b>37,792</b>	<b>5</b>	<b>0.01%</b>
<b><u>(415) Emergency Management</u></b>							
01-415-310	EM Services	-	150	-	150	150	100.00%
01-415-320	EM Equipment	-	150	-	150	150	100.00%
01-415-330	EM Training	-	250	-	250	250	100.00%
<b>Subtotal (415) Emergency Management:</b>		<b>-</b>	<b>550</b>	<b>-</b>	<b>550</b>	<b>550</b>	<b>100.00%</b>
<b><u>(419) Public Safety - Other</u></b>							
01-419-100	CC SPCA Contract	1,739	1,792	1,791	5,600	3,809	212.67%
01-419-150	Animal Acquisition/Call for Service Fee	1,567	1,000	100	100	0	0.00%
01-419-200	SPCA Stray Boarding	2,570	2,800	4,400	6,600	2,200	50.00%
01-419-300	PA Criminal Record Check	396	600	400	400	0	0.00%
<b>Subtotal (419) Public Safety - Other:</b>		<b>6,272</b>	<b>6,192</b>	<b>6,691</b>	<b>12,700</b>	<b>6,009</b>	<b>89.81%</b>

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(430) Public Works Department</u></b>							
01-430-100	Public Works Roadmaster	67,859	80,900	88,000	98,109	10,109	11.49%
01-430-110	Public Works Staff	195,340	265,914	200,000	228,145	28,145	14.07%
01-430-115	Public Works PT Roads	5,832	16,000	5,000	24,810	19,810	396.20%
01-430-161	FICA	23,119	29,127	32,302	30,197	-2,105	-6.52%
01-430-162	Medicare Employer	5,407	6,812	5,670	7,062	1,393	24.56%
01-430-163	PAUC Employer	3,196	1,000	1,000	1,150	150	15.00%
01-430-180	PW Overtime	1,414	5,500	3,000	5,500	2,500	83.33%
01-430-210	Office Supplies - PW	938	1,000	1,000	1,000	0	0.00%
01-430-215	Garage Computer Svc/Supplies	316	800	800	800	0	0.00%
01-430-220	Garage Telephone Svcs	3,694	5,000	2,800	5,000	2,200	78.57%
01-430-240	General Expense - Public Works	2,710	3,500	5,000	3,500	-1,500	-30.00%
01-430-241	Uniforms - Public Works	2,109	3,600	4,000	3,600	-400	-10.00%
01-430-250	General Supplies - PW	5,625	5,000	5,000	5,000	0	0.00%
01-430-260	Tool & Equip Purchases - PW	316	11,000	9,000	4,000	-5,000	-55.56%
01-430-300	Vehicle Maintenance -PW	46,282	37,000	37,000	37,000	0	0.00%
01-430-310	PW Vehicle Repair/Ins Claim			4,523		-4,523	-100.00%
01-430-330	PW Vehicle Operation - FUEL	16,531	30,000	30,000	30,000	0	0.00%
01-430-370	Tool & Equipment Repair - PW	2,878	2,000	7,000	3,000	-4,000	-57.14%
01-430-371	Tool & Equipment Rental-PW	1,485	2,000	500	2,000	1,500	300.00%
01-430-460	PW Continuing Ed (CDL)	249	-	1,900	2,000	100	5.26%
<b>Subtotal (430) Public Works Department:</b>		<b>385,299</b>	<b>506,153</b>	<b>443,495</b>	<b>491,873</b>	<b>48,379</b>	<b>10.91%</b>
<b><u>(432) Winter Maintenance</u></b>							
01-432-110	Winter Maintenance	8,040	15,000	2,000	16,000	14,000	700.00%
01-432-180	Winter Maintenance OT	14,398	20,000	3,000	20,000	17,000	566.67%
01-432-250	Snow Removal - Materials	37,086	65,000	12,000	65,000	53,000	441.67%
01-432-300	Snow Removal - Misc Exp		10,800	-		0	0.00%
<b>Subtotal (432) Winter Maintenance:</b>		<b>59,524</b>	<b>110,800</b>	<b>17,000</b>	<b>101,000</b>	<b>84,000</b>	<b>494.12%</b>
<b><u>(433) Traffic Control</u></b>							
01-433-301	Street Signs, Lines, Markings	50,289	35,000	35,000	35,000	0	0.00%
01-433-305	Traffic Signals - Misc Exp		3,000	1,500	3,000	1,500	100.00%
01-433-360	Traffic Signals - Electricity	3,909	4,500	4,000	4,500	500	12.50%
01-433-370	Traffic Signals - Repairs	10,632	35,000	28,000	35,000	7,000	25.00%
01-433-450	Traffic Signals - Contract Svc	2,448	3,500	2,448	3,500	1,052	42.97%
<b>Subtotal (433) Traffic Control:</b>		<b>67,278</b>	<b>81,000</b>	<b>70,948</b>	<b>81,000</b>	<b>10,052</b>	<b>14.17%</b>

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(434) Street Lighting</u></b>							
01-434-360	Street Lights - Electricity	1,426	1,600	1,500	1,800	300	20.00%
<b>Subtotal (434) Street Lighting:</b>		<b>1,426</b>	<b>1,600</b>	<b>1,500</b>	<b>1,800</b>	<b>300</b>	<b>20.00%</b>
<b><u>(436) Storm Sewers and Drains</u></b>							
01-436-000	Storm Sewers and Drains	-				0	0.00%
01-436-450	Drainage	9,074	5,000	5,000	5,000	0	0.00%
<b>Subtotal (436) Drainage:</b>		<b>9,074</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b><u>(437) Tools &amp; Machinery</u></b>							
01-437-370	Tool/Machinery - Maint/Repair	533	3,000	3,000	3,000	0	0.00%
01-437-725	Backhoe Expenses	1,786	4,000	2,000	4,000	2,000	100.00%
01-437-740	Major Equipment Purchase	84,200	106,000	85,300	-	0	0.00%
01-437-750	Minor Equip Purchase-PW	-	3,000	3,000	4,000	1,000	33.33%
<b>Subtotal (437) Tools &amp; Machinery:</b>		<b>140,624</b>	<b>116,000</b>	<b>93,300</b>	<b>11,000</b>	<b>-82,300</b>	<b>-88.21%</b>
<b><u>(438) Road &amp; Bridge Maintenance</u></b>							
01-438-250	Highway Material - Public Work	546	3,500	1,000	3,500	2,500	250.00%
01-438-251	Road Repair - Public Works	1,522	1,800	2,100	1,800	-300	-14.29%
01-438-380	Rental Equipment - Public Work	164	500	500	500	0	0.00%
01-438-451	PA One Call System	526	1,000	800	1,000	200	25.00%
01-438-452	Satellite Subscription Service	4,032	4,100	4,392	4,600	208	4.74%
<b>Subtotal (438) Rd &amp; Bridge Maintenance:</b>		<b>6,789</b>	<b>10,900</b>	<b>8,792</b>	<b>11,400</b>	<b>2,608</b>	<b>29.66%</b>
<b><u>(439) Highway Construction</u></b>							
01-439-100	Street Construction	364,228	350,000	350,000	375,000	25,000	7.14%
01-439-150	Street Construction	-	-	182,090	-	-182,090	-100.00%
01-439-200	Stormwater Repairs	-				0	0.00%
<b>Subtotal (439) Highway Construction:</b>		<b>364,228</b>	<b>350,000</b>	<b>532,090</b>	<b>375,000</b>	<b>-157,090</b>	<b>-29.52%</b>



## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(446) Stormwater Management/MS4 Requirements</b>							
01-446-200	NPDES/MS4 Permit	2,500	2,500	2,500	2,500	0	0.00%
01-446-300	Simplified Stormwater Projects	244	1,920	884	1,920		
<b>Subtotal (446) Stormwater Management</b>		<b>2,744</b>	<b>4,420</b>	<b>3,384</b>	<b>4,420</b>	<b>1,036</b>	<b>30.61%</b>
<b>(450) Historical Commission</b>							
01-450-000	Historical Commission Expenses	80	2,500	2,700	2,000	-700	-25.93%
01-450-050	Historical Markers/Interpretive Signage				5,000	5,000	100.00%
01-450-100	Minnaci Property	5,210	-	-		0	0.00%
01-450-200	Huey Property Maintenance		-	9,500		-9,500	-100.00%
<b>Subtotal (450) Historical Commission</b>		<b>5,290</b>	<b>2,500</b>	<b>12,200</b>	<b>7,000</b>	<b>-5,200</b>	<b>-42.62%</b>
<b>(451) Cultural &amp; Recreation Administration</b>							
01-451-000	Park & Recreation Commission	2,892	2,000	5,000	6,000	1,000	20.00%
01-451-100	Westtown Day	3,909	10,000	10,000	10,000	0	0.00%
01-451-112	Recreation Coordinator				30,000	30,000	100.00%
01-451-161	FICA				1,860	1,860	100.00%
01-451-162	Medicare Employer				435	435	100.00%
01-451-163	PAUC Employer				100	100	100.00%
01-451-247	Recreation Activities				10,000	10,000	100.00%
<b>Subtotal (451) Park &amp; Recreation:</b>		<b>6,802</b>	<b>12,000</b>	<b>15,000</b>	<b>58,395</b>	<b>43,395</b>	<b>289.30%</b>
<b>(454) Township Parks</b>							
01-454-110	Park/Recreation Employees	38,148	66,478	90,000	94,484	4,484	4.98%
01-454-240	General Park Expense	9,259	5,000	1,200	5,000	3,800	316.67%
01-454-250	Park Supplies	3,339	4,000	2,500	7,000	4,500	180.00%
01-454-251	Special Park Projects	712	20,000	20,000	5,000	-15,000	-75.00%
01-454-260	Park Tool & Equip Purchase		1,500	100	1,500	1,400	1400.00%
01-454-361	Park Restroom Utilities				3,600	3,600	100.00%
01-454-370	Park Equip Repair & Operat	75	2,000	100	2,000	1,900	1900.00%
01-454-373	Park Restroom Maintenance				3,500	3,500	100.00%
01-454-380	Equipment Rental	10,800	6,500	6,852	6,500	-352	-5.14%
01-454-450	Parks - Lawn Maintenance	114	2,500	-	2,500	2,500	100.00%
01-454-500	Park Water Usage	311	1,800	-	1,800	1,800	100.00%
01-454-600	Community Garden - Shared Cost	2,391	3,000	1,263	3,000	1,737	137.53%
<b>Subtotal (454) Township Parks:</b>		<b>65,148</b>	<b>112,778</b>	<b>122,015</b>	<b>135,884</b>	<b>13,869</b>	<b>11.37%</b>

## General Fund Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(456) Libraries</u></b>							
01-456-000	Libraries	11,000	13,943	13,943	16,731	2,788	20.00%
<b>Subtotal (456) Libraries:</b>		<b>11,000</b>	<b>13,943</b>	<b>13,943</b>	<b>16,731</b>	<b>2,788</b>	<b>20.00%</b>
<b><u>(460) Community Development</u></b>							
01-460-100	Environmental Advisory Council	7,200	5,000	7,007	2,000	-5,007	-71.46%
<b>Subtotal (460) Community Development</b>		<b>7,200</b>	<b>5,000</b>	<b>7,007</b>	<b>2,000</b>	<b>-5,007</b>	<b>-71.46%</b>
<b><u>(461) Conservation of Natural Resources</u></b>							
01-461-000	Forestry Management	13,500	30,000	28,025	30,000	1,975	7.05%
01-461-313	Open Space (Crebilly Eng/Surv/Appraisal)	23,445	50,000	23,788	-	-23,788	-100.00%
01-461-330	Tyson Park Special Maintenance	4,975	7,500	1,500	7,500	6,000	400.00%
<b>Subtotal (461) Conservation of Natural Resources:</b>		<b>41,920</b>	<b>87,500</b>	<b>53,313</b>	<b>37,500</b>	<b>-15,813</b>	<b>-29.66%</b>
<b><u>(462) Community Develop Housing</u></b>							
01-462-000	Community Development	1,450	1,500	1,450	1,500	50	3.45%
<b>Subtotal (462) Community Development:</b>		<b>1,450</b>	<b>1,500</b>	<b>1,450</b>	<b>1,500</b>	<b>50</b>	<b>3.45%</b>
<b><u>(471) Debt Service - Principal</u></b>							
01-471-100	2022 PW F350 & F550 Loan Principal	16,916	34,594	34,594	35,636	1,042	3.01%
"	2023 International Dump/Plow 67-26		27,459	27,459	28,280	821	2.99%
<b>Subtotal (471) Debt Service - Principal</b>		<b>16,916</b>	<b>62,053</b>	<b>62,053</b>	<b>63,916</b>	<b>1,863</b>	<b>3.00%</b>
<b><u>(472) Debt Service - Interest</u></b>							
01-472-100	2022 PW F350 & F550 Loan Interest	2,706	4,650	4,650	3,608	-1,042	-22.40%
"	2023 International Dump/Plow 67-26		2,537	2,537	1,716	-821	-32.34%
<b>Subtotal (471) Debt Service - Principal</b>		<b>2,706</b>	<b>7,187</b>	<b>7,187</b>	<b>5,324</b>	<b>-1,862</b>	<b>-25.91%</b>
<b><u>(480) Miscellaneous</u></b>							
01-480-000	Miscellaneous Expenditures	650	500	500	500	0	0.00%
01-480-100	Bank Charges	2,378	400	6,000	6,000	0	0.00%
<b>Subtotal (480) Miscellaneous:</b>		<b>3,028</b>	<b>900</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>	<b>0.00%</b>

## General Fund Expenditures

	<b>2022 ACTUAL</b>	<b>2023 Adopted Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
<b><u>(484) Workers Compensation Insurance</u></b>						
01-484-354 Workers Compensation Insurance	34,959	40,000	21,183	23,300	2,117	9.99%
<b>Subtotal (484) Workers Comp Insurance:</b>	<b>34,959</b>	<b>40,000</b>	<b>21,183</b>	<b>23,300</b>	<b>2,117</b>	<b>9.99%</b>
<b><u>(486) Insurance and Benefits</u></b>						
01-486-100 General Liability Insurance	22,092	23,500	24,268	26,694	2,427	10.00%
01-486-150 Cyber Liability Insurance			10,692	11,761	1,069	10.00%
01-486-200 Admin Bldg Property Insurance	3,587	3,700	3,930	4,323	393	10.00%
01-486-210 PW Garage Property Ins	8,775	9,000	9,751	10,726	975	10.00%
01-486-220 Mansion/Park Property Ins	9,239	10,000	10,347	11,382	1,035	10.00%
01-486-230 Traffic Signal Property Ins	2,951	3,200	3,283	3,611	328	10.00%
01-486-240 Contractor Equip/Debris Remove	1,184	1,300	1,198	1,318	120	10.00%
01-486-250 Auto Physical Damage Property	6,597	6,800	7,776	8,554	778	10.00%
01-486-300 Automobile Liability Insurance	8,419	10,000	7,612	8,373	761	10.00%
01-486-310 Auto Insurance Claim/Deductible		3,000	7,124	7,836	712	10.00%
01-486-400 Public Officials Liability	11,726	12,500	12,812	14,093	1,281	10.00%
01-486-401 Bonds-Treasurer's/Other	3,486	3,800	2,989	3,288	299	10.00%
<b>Subtotal (486) Insurance &amp; Benefits:</b>	<b>78,056</b>	<b>86,800</b>	<b>101,782</b>	<b>111,960</b>	<b>10,178</b>	<b>10.00%</b>
<b><u>(487) Employee Benefits</u></b>						
01-487-152 Employee(s) Benefits (Leaves)	115,609	99,000	130,000	115,000	-15,000	-11.54%
01-487-153 Insurance (Life,AD&D,LTD,STD)	12,773	14,100	15,500	21,215	5,715	36.87%
01-487-154 Dental Insurance (Empl)	6,019	8,200	4,500	5,040	540	12.00%
01-487-155 Vision Reimbursement	1,620	5,000	2,500	4,900	2,400	96.00%
01-487-156 Health/Hospital Insurance	48,343	78,000	83,181	113,880	30,699	36.91%
01-487-157 HRA - PrimePay	7,191	28,500	20,000	32,000	12,000	60.00%
01-487-158 HRA Plan Fees	1,058	1,600	1,729	1,750	21	1.21%
01-487-159 Healthcare Reimbursement	23,319	14,662	12,839	-	-12,839	-100.00%
01-487-160 State Aid Pension Contribution	56,593	72,000	55,614	88,000	32,386	58.23%
01-487-161 Cell Phone Reimbursement	800	1,200	580	800	220	37.93%
01-487-500 On-Lot Staff Insurance	1,685	500	1,201	500	-701	-58.37%
<b>Subtotal (487) Employee Benefits:</b>	<b>275,011</b>	<b>322,762</b>	<b>327,644</b>	<b>383,085</b>	<b>55,441</b>	<b>16.92%</b>

## General Fund Expenditures

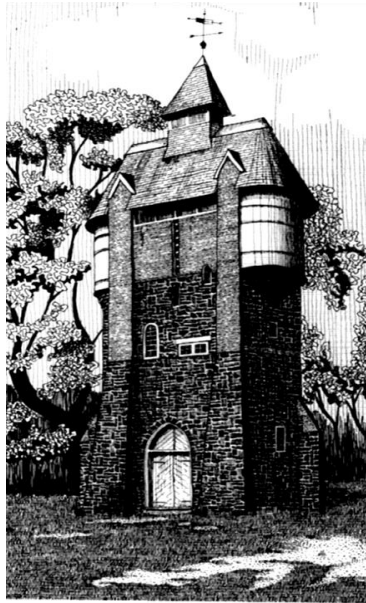
	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(491) Refunds of Prior Year Revenues</u></b>						
01-491-010 RE Tax Refund	2,763	2,500	512	2,500	1,988	388.28%
01-491-013 Reimbursable Tax Payments	11,603	12,000	11,603	12,000	397	3.42%
01-491-090 State Aid-Pension Excess	16,595	5,000	1,899	-	-1,899	-100.00%
01-491-100 Miscellaneous Reimbursement	233	1,500	1,874	1,500	-374	-19.96%
<b>Subtotal (491) Refunds of Prior Yr Revenues:</b>	<b>31,194</b>	<b>21,000</b>	<b>15,888</b>	<b>16,000</b>	<b>112</b>	<b>0.70%</b>
<b><u>(492) Interfund Operating Transfers</u></b>						
01-492-019 Transfer to ARPA Fund	1,156,367	-			0	0.00%
01-492-020 Transfer to Capital Projects	16,000				0	0.00%
01-492-030 Transfer to Capital Reserve	180,000	180,000	180,000	180,000		0.00%
01-492-035 Transfer to Capital Future Reserve		50,000	50,000	50,000		0.00%
01-492-215 Transfer to Debt Svc/OBP Series 2022	110,000	264,000	264,000	264,000		
01-492-300 Transfer to Debt Svc /Series 2021	180,000	126,000	126,000	126,000	0	0.00%
01-492-400 Transfer to Capital Repl Reserve	25,000	26,728	26,728	\$ 25,000	-1,728	-6.46%
<b>Subtotal (492) Interfund Operating Transfers:</b>	<b>1,667,367</b>	<b>646,728</b>	<b>646,728</b>	<b>645,000</b>	<b>(1,728)</b>	<b>-0.27%</b>
<b>Total General Fund Expenditures</b>	<b>8,202,918</b>	<b>8,183,287</b>	<b>7,925,009</b>	<b>8,650,040</b>	<b>725,031</b>	<b>9.15%</b>
<b>Total GENERAL FUND Revenues/Fund Balance Appro</b>	<b>8,327,761</b>	<b>8,183,286</b>	<b>8,615,271</b>	<b>8,650,040</b>	<b>34,769</b>	<b>0.40%</b>
<b>Total GENERAL FUND Expenditures:</b>	<b>8,202,918</b>	<b>8,183,286</b>	<b>7,925,009</b>	<b>8,650,040</b>	<b>725,031</b>	<b>9.15%</b>
<b>Total GENERAL FUND Balance</b>	<b>124,842</b>	<b>0</b>	<b>690,262</b>	<b>0</b>		

Projected General Fund Year End Cash Balance

7,111,341

6,526,538

**WESTTOWN TOWNSHIP**  
**2024 Open Space Fund Proposed Budget**



**12/18/2024**

## Open Space Revenues and Expenditures

	2023 Adopted	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>Open Space Revenues</b>			<b>34,266</b>		
<b><u>(301) Real Property Tax</u></b>					
04-301-110 RE Taxes - Electoral (0.21 mils)	169,290	168,000	336,000	166,710	98.48%
04-301-400 RE Taxes - Delinquent			500	500	100.00%
04-301-600 Interim Tax - Open Space		1,000	1,000	1,000	100.00%
<b>Subtotal (301) Real Property Tax</b>	<b>169,290</b>	<b>169,000</b>	<b>337,500</b>	<b>337,500</b>	<b>99.36%</b>
<b><u>(310) Act 511 Taxes</u></b>					
04-310-100 RE Transfer Tax (For Crebilly Sale Only)			103,049	103,049	100.00%
04-310-210 EIT Taxes - Electoral (0.08%)	173,400	165,000	404,600	231,200	133.33%
<b>Subtotal (310) RE Tax</b>	<b>173,400</b>	<b>165,000</b>	<b>404,600</b>	<b>404,600</b>	<b>133.33%</b>
<b><u>(341) Interest Earnings</u></b>					
04-341-000 Interest Earnings	4,000	3,000	40,000	36,000	900.00%
<b>Subtotal (301) RE Tax</b>	<b>4,000</b>	<b>3,000</b>	<b>40,000</b>	<b>40,000</b>	<b>900.00%</b>
<b><u>(351) Federal Grants</u></b>					
04-351-080 Federal Land & Water Conservation Fund			6,000,000	6,000,000	100.00%
<b>Subtotal (351) Federal Grants</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>100.00%</b>
<b><u>(354) State Grants</u></b>					
04-354-080 State Grants			1,250,000	1,250,000	100.00%
<b>Subtotal (354) State Grants</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>100.00%</b>
<b><u>(357) County Grants</u></b>					
04-357-080 Chester County Open Space Program	0	0	1,206,750	1,206,750	100.00%
<b>Subtotal (357) County Grants</b>	<b>0</b>	<b>0</b>	<b>1,206,750</b>	<b>1,206,750</b>	<b>100.00%</b>

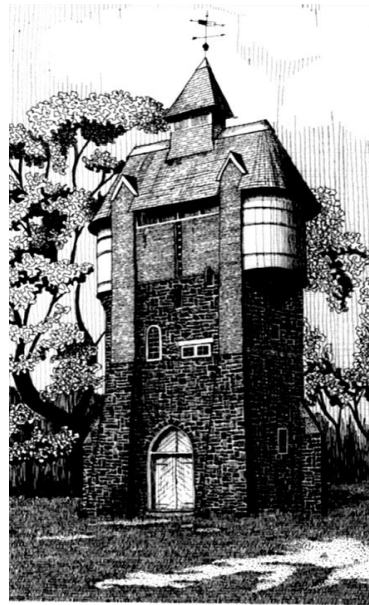
## Open Space Revenues and Expenditures

	2023 Adopted	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(387) Contributions and Donations</u></b>					
04-387-080 Private Donations			4,219,350	4,219,350	100.00%
<b>Subtotal (387) Contributions and Donations</b>	<b>0</b>	<b>0</b>	<b>4,219,350</b>	<b>4,219,350</b>	<b>100.00%</b>
<b><u>(393) Proceeds of Long Term Debt</u></b>					
04-393-110 Electoral Bond Revenue			7,575,000	7,575,000	100.00%
04-393-130 Natural Lands Bridge Loan			3,000,000	3,000,000	100.00%
<b>Subtotal (393) Proceeds of Long Term Debt</b>	<b>0</b>	<b>0</b>	<b>10,575,000</b>	<b>10,575,000</b>	<b>100.00%</b>
<b>Total Open Space Fund Revenues</b>	<b>346,690</b>	<b>337,000</b>	<b>24,033,200</b>	<b>23,696,200</b>	<b>7031.51%</b>



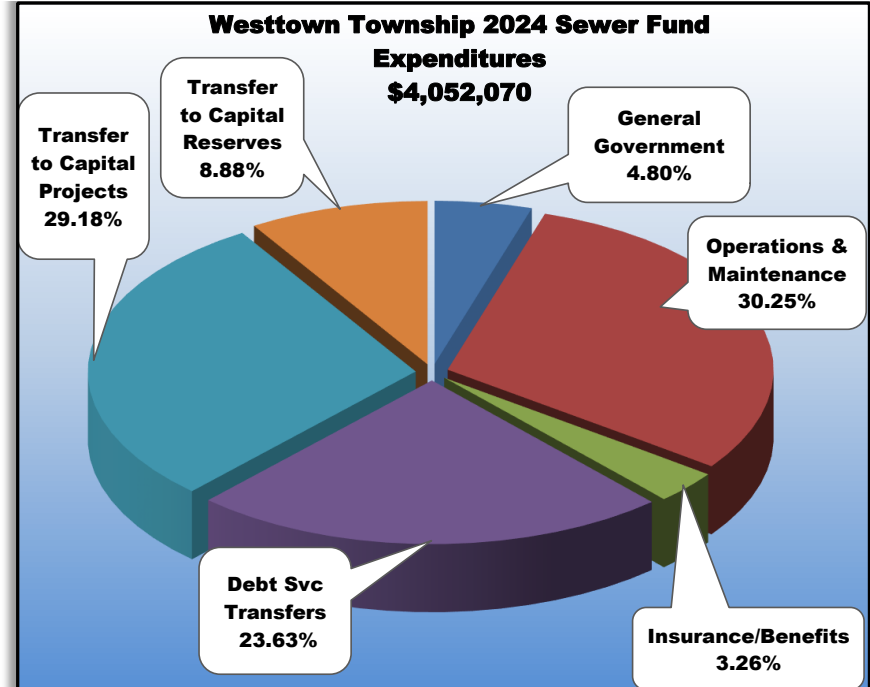
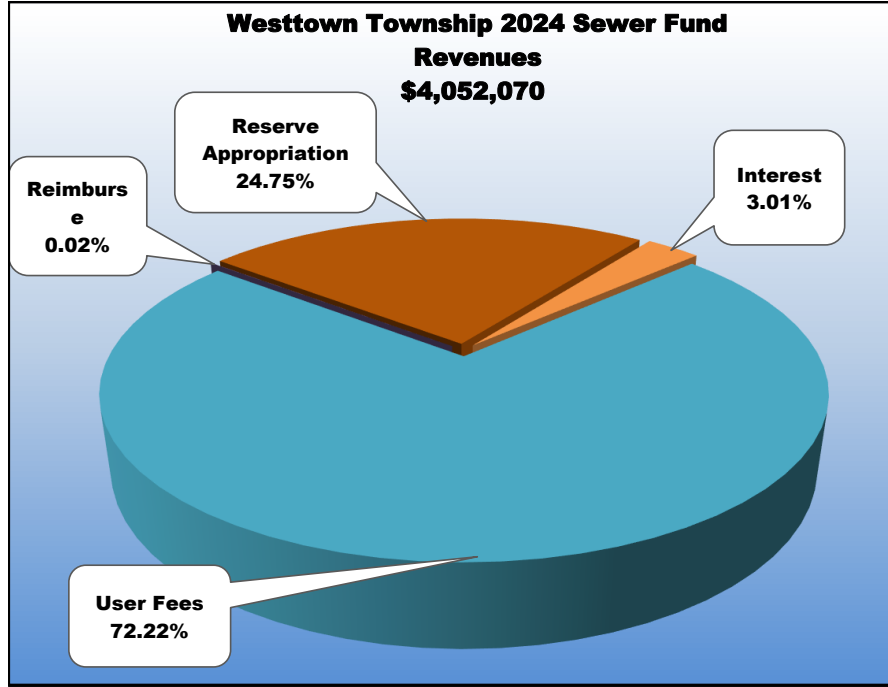


**WESTTOWN TOWNSHIP**  
**2024 Sewer Fund Proposed Budget**



**12/18/2024**

Fiscal Year 2024  
Sewer Fund Budget



**Glossary**

**Sanitation/Sewage Charges** - User fees collected from properties connected to the Township's two public wastewater systems, Westtown Chester Creek and West Goshen.

**Grants -Act 537 Reimbursement**

**Reimbursements** - Developer's reimbursement of legal and engineering fees.

**Interest Earned** - Earnings derived from cash holdings.

**Operations & Maintenance** - Costs associated with wastewater collection and treatment for Chester Creek Sewer Plant, Pump Stations, and sewage processed by West Goshen Municipal Authority.

**Administration** - Postage, billing, legal, engineering & liability insurance.

**Payroll** - Salary & benefits for plant operators and prorated share of salaries and benefits of administrative staff.

**Debt Service** - Sinking fund payments for GO Bond 2021

**Reserves** - Based on Fund Balance Policy (Resolution 2013-7 Amended 8/16/16) no less than 12% of budgeted revenue for the current budget year shall fund the Sewerage System Capital Reserve and Sewerage System Capital Improvement Program.

## Sewer Fund Revenues

	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
Beginning Cash Balance	2,244,758		2,654,432	2,959,158		
<b><u>(341) Interest Earnings</u></b>						
08-341-000 Interest Earnings	3,705	3,000	10,000	50,000	40,000	400.00%
08-341-106 PLGIT Interest (WW)			40,000	72,000	32,000	80.00%
<b>Subtotal (341) Interest Earnings</b>	<b>3,705</b>	<b>3,000</b>	<b>50,000</b>	<b>122,000</b>	<b>72,000</b>	<b>144.00%</b>
<b><u>(361) Twp Sales/Charges for Service</u></b>						
08-361-601 UB Returned Check Fee	<b>105</b>	<b>105</b>	<b>105</b>	<b>70</b>	<b>-35</b>	<b>-33.33%</b>
<b><u>(364) Sanitation/Sewage Charges</u></b>						
08-364-111 Sewage Tapping Fee/ W.Goshen	63,283	0	3,164	0	-3,164	-100.00%
08-364-120 Sewer User Fees Not Metered	2,478,237	2,516,000	2,480,000	2,483,280	3,280	0.13%
08-364-122 Sewer Fees-Club Swim Pool	1,640	1,640	1,640	1,640	0	0.00%
08-364-123 Sewer Fees-Pool Club House	1,640	1,640	1,640	1,640	0	0.00%
08-364-124 Commercial Sewer Fees Metered	294,167	290,000	290,000	290,000	0	0.00%
08-364-125 Westtown Sch Meter Usage	104,614	100,000	102,000	102,000	0	0.00%
08-364-130 Admin Fee WT Sch Pump Station	1,200	1,200	1,200	1,200	0	0.00%
08-364-135 Thornbury Twp CC Maint Fee	1,600	1,600	1,600	1,600	0	0.00%
08-364-500 Delinquent Sewer Collections	55,494	40,000	48,000	45,000	-3,000	-6.25%
<b>Subtotal (364) Sanitation</b>	<b>3,001,875</b>	<b>2,952,080</b>	<b>2,929,244</b>	<b>2,926,360</b>	<b>-2,884</b>	<b>-0.10%</b>
<b><u>(395) Refunds &amp; Reimbursements</u></b>						
08-395-100 Miscellaneous Refunds	0	500	250	250	0	0.00%
08-395-200 Miscellaneous Reimbursement	0	500	250	250	0	0.00%
08-395-700 Developers Reimbursements	0	500	250	250	0	0.00%
<b>Subtotal (395) Refunds &amp; Reimbursements:</b>	<b>0</b>	<b>1,500</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>0.00%</b>
<b>399 Reserve Appropriation</b>		<b>49,973</b>		<b>1,002,890</b>		
<b>Total Sewer Revenue</b>	<b>3,005,685</b>	<b>3,006,658</b>	<b>2,980,099</b>	<b>4,052,070</b>	<b>1,071,971</b>	<b>35.97%</b>

## Sewer Fund Expenditures

	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b><u>(401) Executive</u></b>						
08-401-000 WW General Expense	0	500	500	500	0	0.00%
08-401-100 Wastewater Admin Wages	132,177	140,500	122,000	146,557	24,557	20.13%
08-401-161 FICA	8,151	8,711	7,564	9,087	1,523	20.13%
08-401-162 Medicare Employer	1,906	2,037	1,769	2,125	356	20.13%
08-401-163 PAUC Employer	764	400	250	250	0	0.00%
08-401-210 WW - Office Supplies	378	500	500	500	0	0.00%
08-401-241 WW - Training & Information	1,245	1,500	1,500	1,500	0	0.00%
<b>Subtotal (401) Executive:</b>	<b>144,621</b>	<b>154,449</b>	<b>134,083</b>	<b>160,519</b>	<b>26,436</b>	<b>19.72%</b>
<b><u>(404) Legal Services</u></b>						
08-404-310 WW Legal - WCC	0	1,000	0	1,000	1,000	100.00%
08-404-314 WW Legal - West Goshen	0	1,000	0	1,000	1,000	100.00%
08-404-500 WW Delinquent Collection Legal Fees	830	2,000	1,100	1,100	0	0.00%
<b>Subtotal (404) Legal Services:</b>	<b>830</b>	<b>4,000</b>	<b>1,100</b>	<b>3,100</b>	<b>2,000</b>	<b>181.82%</b>
<b><u>(406) General Government Admin</u></b>						
08-406-100 TMDL Coalition	2,229	2,500	2,300	2,500	200	8.70%
08-406-200 NPDEs Permit	1,000	5,000	3,000	3,000	0	0.00%
08-406-225 Daily Discharge Capacity Fee	660	700	715	725	10	1.40%
08-406-360 Municipay Credit Card Fees	8,773	8,000	9,700	10,000	300	3.09%
08-406-500 Chapter 302-WW Opr Cert Fee	165	300	165	175	10	6.06%
08-406-800 Aqua Sewer Billing Fee	373	380	380	380	0	0.00%
<b>Subtotal (406) General Govt Admin:</b>	<b>13,201</b>	<b>16,880</b>	<b>16,260</b>	<b>16,780</b>	<b>520</b>	<b>3.20%</b>
<b><u>(407) Networking Services</u></b>						
08-407-215 WW Computer/Svcs/Support	185	500	200	200	0	0.00%
<b>Subtotal (407) Networking Services</b>	<b>185</b>	<b>500</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.00%</b>
<b><u>(408) Engineering</u></b>						
08-408-000 WW Engineering - General	0	2,000	1,000	1,000	0	0.00%
08-408-313 WW Engineering-WCC	1,406	15,000	7,500	8,000	500	6.67%
08-408-314 WW Engineering - W.Goshen	0	5,000	2,500	5,000	2,500	100.00%
08-408-400 WW Engr Due From Developer	0	500	0	0	0	0.00%
<b>Subtotal (408) Engineering:</b>	<b>1,406</b>	<b>22,500</b>	<b>11,000</b>	<b>14,000</b>	<b>3,000</b>	<b>27.27%</b>

## Sewer Fund Expenditures

	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(429) Wastewater Collection/Treatment</b>						
08-429-100 WW Plant Wages	181,152	272,500	145,000	199,749	54,749	37.76%
08-429-161 FICA	12,813	19,134	11,126	12,694	1,569	14.10%
08-429-162 Medicare Employer	2,997	4,475	2,602	2,969	367	14.10%
08-429-163 PAUC Employer	838	300	300	300	0	0.00%
08-429-172 Holiday Pay	8,144	12,000	10,800	11,300	500	4.63%
08-429-176 Employee(s) Benefits (Leaves)	13,869	16,000	16,000	15,600	-400	-2.50%
08-429-177 Sick Time	1,639	3,120	2,650	2,600	-50	-1.89%
08-429-180 Over Time	3,471	5,000	5,000	5,000	0	0.00%
08-429-240 Administration & Billing - WCC	7,611	8,000	7,500	8,000	500	6.67%
08-429-244 WW Supplies - WCC	23,379	6,000	6,000	6,000	0	0.00%
08-429-245 WW Supplies - Kirkwood Pump Station	0	500	500	500	0	0.00%
08-429-246 WW Supplies - Pleasant Gr Pump Station	0	1,000	1,000	1,000	0	0.00%
08-429-247 WW Supplies - Rustin Pump Station	0	1,000	1,000	1,000	0	0.00%
08-429-251 WW Supplies - WG	1,833	1,000	1,000	1,000	0	0.00%
08-429-260 WW Tool Purchases	0	500	500	500	0	0.00%
08-429-261 WW Tool/Equipment Rental	0	500	500	500	0	0.00%
08-429-320 WW Telephone	580	800	600	650	50	8.33%
08-429-345 Chapter 94 Report	8,736	10,500	9,000	10,500	1,500	16.67%
08-429-360 WW Utilities - WCC	46,394	50,000	50,200	54,000	3,800	7.57%
08-429-361 Utilities - Pleasant Grv Pump Station	10,537	15,000	11,000	12,000	1,000	9.09%
08-429-362 Utilities-Trellis Lane	2,571	3,000	3,000	3,300	300	10.00%
08-429-363 Utilities-Sage Lane	2,084	2,300	2,500	2,700	200	8.00%
08-429-364 Utilities-Ltl Shiloh Rd	366	400	380	450	70	18.42%
08-429-365 Utilities-ArborView Pump Station	2,725	3,000	3,000	3,300	300	10.00%
08-429-366 Utilities-Kirkwood Pump Station	3,272	3,800	3,700	4,100	400	10.81%
08-429-367 Utilities-Thorne @ Maple	366	400	380	450	70	18.42%
08-429-368 Utilities-Rustin PS	4,158	5,000	5,100	5,600	500	9.80%
08-429-373 Treatment - WG (Goose Creek)	299,222	300,000	320,327	375,000	54,673	17.07%
08-429-374 Equipment Repair - WCC	33,420	45,000	45,000	45,000	0	0.00%
08-429-375 Equipment Repair - WG	6,050	5,000	5,000	5,000	0	0.00%
08-429-376 Operation & Maintenance - WCC	123,574	100,000	106,500	106,500	0	0.00%
08-429-377 Operation & Maintenance - WG	12,451	15,000	13,000	15,000	2,000	15.38%
08-429-378 Op & Maint - Pleasant Grove PS	30,459	15,000	20,000	15,000	-5,000	-25.00%
08-429-379 Op & Maint - Rustin PS	13,598	10,000	15,000	12,000	-3,000	-20.00%
08-429-380 Ashbridge Pump Station(WG)	0	2,500	4,000	2,500	-1,500	-37.50%
08-429-381 Op & Maint - ArborView PS	1,174	3,000	1,500	1,500	0	0.00%
08-429-382 Op & Maint - Kirkwood PS	2,378	5,000	7,100	5,000	-2,100	-29.58%
08-429-450 Alarm System Monitoring - WCC	18,789	20,000	19,000	20,000	1,000	5.26%
08-429-451 Alarm System Monitoring - WG	10,052	10,100	10,000	10,000	0	0.00%
08-429-452 Sludge Hauling Contract	48,245	59,900	59,900	61,178	1,278	2.13%
08-429-455 Sewer Line Flush/Televise	304	75,000	0	75,000	75,000	100.00%
08-429-600 W.Goshen Sewer Capital Costs	13,986	15,000	34,133	26,289	-7,844	-22.98%

## Sewer Fund Expenditures

	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
08-429-750 Equipment Purchase - WCC	22	3,000	0	2,000	2,000	100.00%
08-429-750 F-450 Utility Truck WWTP	0	144,000	61,649	83,000	21,351	34.63%
08-429-750 Jet Trailer (used from EGT)		50,000	43,500	0	-43,500	
08-429-751 Equipment Purchase - WG	0	1,000	0	0	0	0.00%
<b>Subtotal (429) WW Collection/Treatment:</b>	<b>953,264</b>	<b>1,323,729</b>	<b>1,065,947</b>	<b>1,225,729</b>	<b>159,782</b>	<b>14.99%</b>
<b><u>(480) Miscellaneous</u></b>						
08-480-100 Miscellaneous Expenses	0	0	8,570	0	-8,570	-100.00%
<b>Subtotal (480) Miscellaneous:</b>	<b>0</b>	<b>0</b>	<b>8,570</b>	<b>0</b>	<b>-8,570</b>	<b>-100.00%</b>
<b><u>(484) Workers Compensation Insurance</u></b>						
08-484-100 Workers Compensation	11,653	14,000	7,061	7,770	709	10.04%
<b>Subtotal (484) Workers Compensation Ins:</b>	<b>11,653</b>	<b>14,000</b>	<b>7,061</b>	<b>7,770</b>	<b>709</b>	<b>10.04%</b>
<b><u>(486) Insurance and Benefits</u></b>						
08-486-100 WW General Liability Insurance	17,358	20,000	19,067	20,974	1,907	10.00%
08-486-200 WW Property Insurance	5,711	6,000	6,359	6,995	636	10.00%
08-486-300 WW Automobile Liability	4,346	5,000	5,075	5,582	507	10.00%
08-486-400 WW Public Officials Liability	7,818	8,500	8,541	9,395	854	10.00%
<b>Subtotal (486) Insurance &amp; Benefits:</b>	<b>35,233</b>	<b>39,500</b>	<b>39,042</b>	<b>42,947</b>	<b>3,904</b>	<b>10.00%</b>
<b><u>(487) Employee Benefits</u></b>						
08-487-153 Insurance (Life,AD&D,LTD,STD)	7,755	8,600	7,710	8,500	790	10.25%
08-487-154 Dental Insurance (Empl)	875	2,300	450	1,000	550	122.22%
08-487-155 Vision Reimbursement	1,485	2,600	1,500	1,925	425	28.33%
08-487-156 Health/Hospitalization Insurance	41,485	68,000	57,500	70,000	12,500	21.74%
<b>Subtotal (487) Employee Benefits:</b>	<b>51,601</b>	<b>81,500</b>	<b>67,160</b>	<b>81,425</b>	<b>14,265</b>	<b>21.24%</b>
<b><u>(489) Unclassified Expenditures</u></b>						
08-489-000 Unclassified Expenditures	0	0	1,350		-1,350	-100.00%
08-489-030 Emergency Repair-WW Cap Rsv	0	0	0	0	0	0.00%
<b>Subtotal (489) Unclassified Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,350</b>	<b>0</b>	<b>-1,350</b>	<b>-100.00%</b>

### Sewer Fund Expenditures

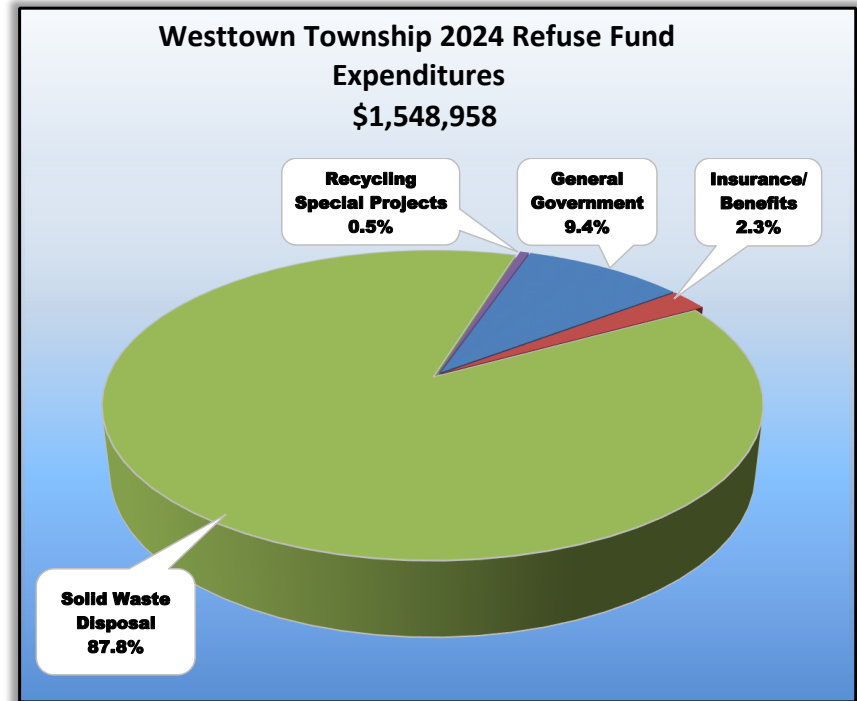
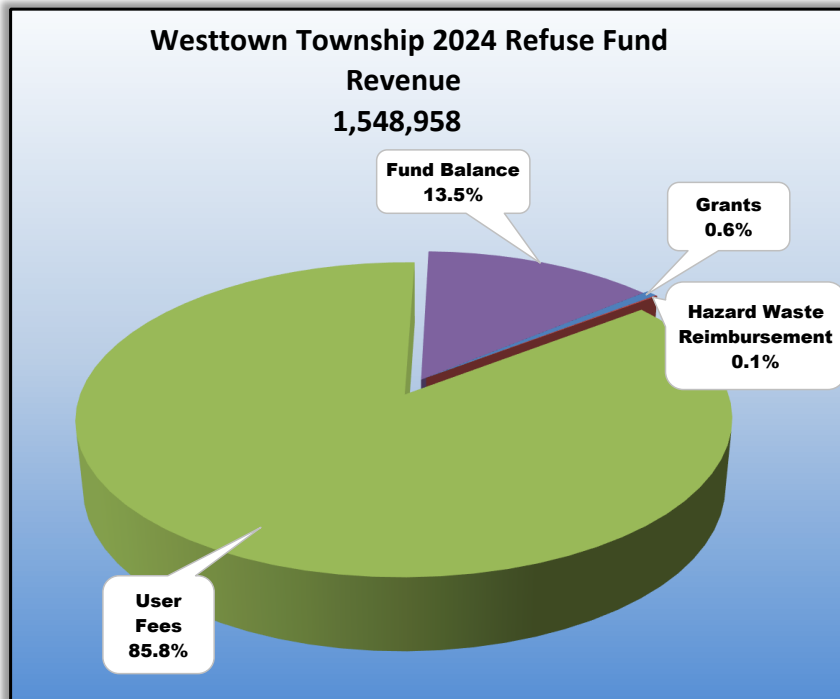
	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(492) Interfund Operating Transfers</b>						
08-492-100 Transfer to Debt Svc/GO Series 2012	360,000	300,000	300,000	294,000	-6,000	-2.00%
08-492-180 Transfer To Capital Projects	0	0	0	1,182,000	1,182,000	100.00%
08-492-200 Transfer to Sewer Capital Reserve	360,000	360,000	360,000	360,000	0	0.00%
08-492-300 Transfer to Debt Svc/GO Series 2016	663,600	663,600	663,600	663,600	0	0.00%
<b>Subtotal (492) Interfund Operating Transfers:</b>	<b>1,383,600</b>	<b>1,323,600</b>	<b>1,323,600</b>	<b>2,499,600</b>	<b>1,176,000</b>	<b>88.85%</b>
<b>Total Sewer Fund Expenses</b>	<b>2,595,594</b>	<b>2,980,658</b>	<b>2,675,373</b>	<b>4,052,070</b>	<b>1,376,696</b>	<b>51.46%</b>
<b>Total SEWER FUND Revenues:</b>	<b>3,005,685</b>	<b>3,006,658</b>	<b>2,980,099</b>	<b>4,052,070</b>	<b>1,071,971</b>	<b>35.97%</b>
<b>Total SEWER FUND Expenditures:</b>	<b>2,595,594</b>	<b>2,980,658</b>	<b>2,675,373</b>	<b>4,052,070</b>	<b>1,376,696</b>	<b>51.46%</b>
<b>Total SEWER FUND Fund Balance</b>	<b>410,091</b>	<b>26,000</b>	<b>304,726</b>	<b>0</b>		
<b>Sewer Fund Projected Year End Cash Balance</b>			<b>2,959,158</b>	<b>1,956,269</b>		

**WESTTOWN TOWNSHIP**  
**2024 Refuse Fund Proposed Budget**



**12/18/2023**





**Glossary**

**Fund Balance** - Cash in Checking needed in order to meet expenses

**Grants** - Department of Environmental Protection Recycling Grant

**Reimbursements** - Household Hazardous Waste Collection

**User Fees** - Fees collected from residents

**Solid Waste Collection/Disposal** - Contracted Collection Fees (A.J.Blosenski) disposal (tipping fees) at Chester County Landfill.

**General Government** - Delinquent collection legal fees, postage, wages, billing and cred

**Insurance/Benefits** - Benefits of administrative staff

**Recycling** - Cost of special recycling projects

**Fund Balance** - Reserves for future recycling projects and rate increase protection. Rates will remain at \$400 a year for 2024.

## Refuse Fund Revenues

	2022 ACTUAL	2023 Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023 -2024
<b>Refuse Beginning Cash Balance</b>	664,939		780,939	<b>723,838</b>		
<b><u>(355) State Shared Revenues</u></b>						
09-355-020 DER Grant - Recycling	24,011	10,000	17,408	10,000	-7,408	-42.56%
<b>Subtotal State Revenue</b>	<b>24,011</b>	<b>10,000</b>	<b>17,408</b>	<b>10,000</b>	<b>-7,408</b>	<b>-42.56%</b>
<b><u>(364) Sanitation/Trash/Recycling Fee</u></b>						
09-364-300 Solid Waste Collection	1,051,415	1,318,812	1,310,000	1,310,000	0	0.00%
09-364-400 Delinquent UB Collections	23,780	17,000	22,000	19,000	-3,000	-13.64%
<b>Subtotal (364) Trash/Recycling:</b>	<b>1,075,196</b>	<b>1,335,812</b>	<b>1,332,000</b>	<b>1,329,000</b>	<b>-3,000</b>	<b>-0.23%</b>
<b><u>(395) Reimbursements</u></b>						
09-395-205 Hazard Waste Reimburse	1,563	1,500	1,500	1,500	0	0.00%
<b>Subtotal Reimbursements</b>	<b>1,563</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>100.00%</b>
<b><u>(399) FUND BALANCE</u></b>		<b>121,714</b>	<b>69,251</b>	<b>208,458</b>		
<b>Total Refuse Revenue</b>	<b>1,100,770</b>	<b>1,469,026</b>	<b>1,418,659</b>	<b>1,548,958</b>	<b>130,299</b>	<b>9.18%</b>

## Refuse Fund Expenditures

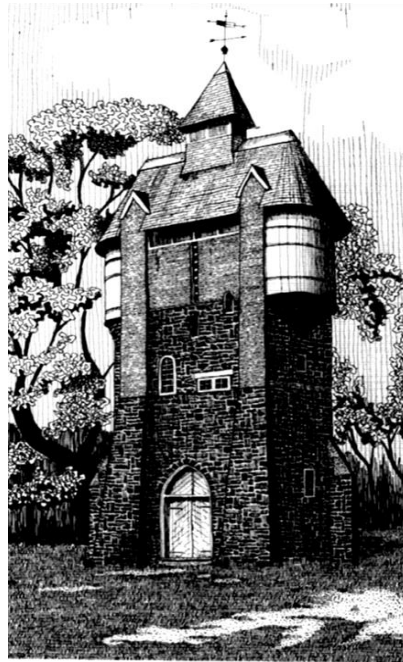
	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
<b>(401) Refuse Wages</b>						
09-401-100 Administration Refuse Payroll	107,239	119,300	113,000	125,187	12,187	10.78%
09-401-161 FICA	6,610	7,397	7,006	7,762	756	10.78%
09-401-162 MEDICARE EMPLOYER	1,546	1,730	1,639	1,815	177	10.78%
09-401-163 PAUC EMPLOYER	684	250	250	250	0	0.00%
<b>Subtotal (401-487) Wages</b>	<b>116,079</b>	<b>128,676</b>	<b>121,895</b>	<b>135,014</b>	<b>13,119</b>	<b>10.76%</b>
<b>(404) Solicitor</b>						
09-404-500 Delinquent Collection Legal Fees	830	2,000	850	900	50	5.88%
<b>Subtotal (404) Solicitor</b>	<b>830</b>	<b>2,000</b>	<b>850</b>	<b>900</b>	<b>50</b>	<b>5.88%</b>
<b>(406) General Government Administration</b>						
09-406-360 Municipay Credit Card Fees	8,773	8,500	10,000	10,000	0	0.00%
<b>Subtotal (406) Gen Gov't Admin</b>	<b>8,773</b>	<b>8,500</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.00%</b>
<b>(426) Recycling</b>						
09-426-100 Recycling - Special Projects	7,622	10,000	7,000	8,000	1,000	14.29%
<b>Subtotal (426) Recycling:</b>	<b>7,622</b>	<b>10,000</b>	<b>7,000</b>	<b>8,000</b>	<b>1,000</b>	<b>14.29%</b>
<b>(427) Solid Waste Collect/Disposal</b>						
09-427-100 Solid Waste Collect/Contracted	564,017	1,007,464	1,007,464	1,088,061	80,597	8.00%
09-427-120 Solid Waste Tipping Fees	255,428	272,850	260,500	265,000	4,500	1.73%
09-427-140 Solid Waste Collection/Gen	378	1,500	400	400	0	0.00%
09-427-150 Solid Waste UB & Postage	5,777	7,000	6,500	6,500	0	0.00%
09-427-300 Trash Service Credits			(8,100)		8,100	-100.00%
<b>Subtotal (427) Solid Waste:</b>	<b>825,599</b>	<b>1,288,814</b>	<b>1,266,764</b>	<b>1,359,961</b>	<b>93,197</b>	<b>7.36%</b>
<b>(484) Workers Compensation Insurance</b>						
09-484-100 Workers Compensation	10,363	11,500	6,536	7,200	664	10.16%
<b>Subtotal (484) Workers Compensati</b>	<b>10,363</b>	<b>11,500</b>	<b>6,536</b>	<b>7,200</b>		

### Refuse Fund Expenditures

	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
<b>(487) Employee Benefits</b>						
09-487-153 Life, AD&D, LTD, STD Insurance	2,676	3,000	2,500	2,850	350	14.00%
09-487-154 Dental Insurance		711		750	750	100.00%
09-487-155 Vision Reimbursement	262	825	800	650	-150	-18.75%
09-487-156 Health/Hospitalization insurance	12,567	15,000	18,141	23,633	5,492	30.27%
<b>Subtotal (487) Employee Benefits:</b>	<b>15,506</b>	<b>19,536</b>	<b>2,500</b>	<b>27,883</b>	<b>25,383</b>	<b>1015.32%</b>
<b>Total Solid Waste Collection Expenses</b>	<b>984,771</b>	<b>1,469,026</b>	<b>1,406,509</b>	<b>1,548,958</b>	<b>142,449</b>	<b>10.13%</b>
<b>Total Solid Waste Revenue</b>	<b>1,100,770</b>	<b>1,469,026</b>	<b>1,418,659</b>	<b>1,548,958</b>	<b>130,299</b>	<b>9.18%</b>
<b>Total Solid Waste Expenses</b>	<b>984,771</b>	<b>1,469,026</b>	<b>1,406,509</b>	<b>1,548,958</b>	<b>142,449</b>	<b>10.13%</b>
<b>Total Solid Waste Fund Balance</b>	<b>116,000</b>	<b>(0)</b>	<b>12,150</b>	<b>0</b>		
<b>Refuse Fund Projected Year End Cash Balance</b>			<b>723,838</b>	<b>515,381</b>		

# WESTTOWN TOWNSHIP

## 2024 Liquid Fuels Fund Proposed Budget



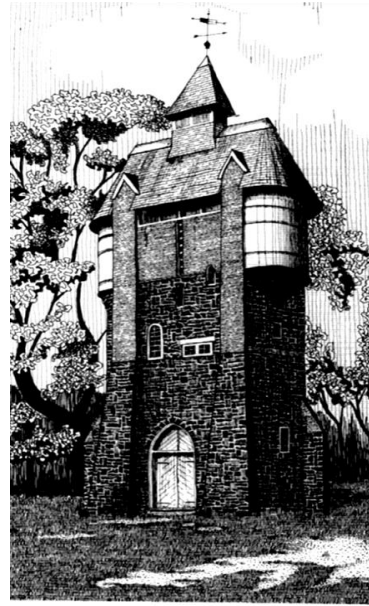
**12/18/2023**

**State Highway Aid Fund  
Revenues and Expenditures**

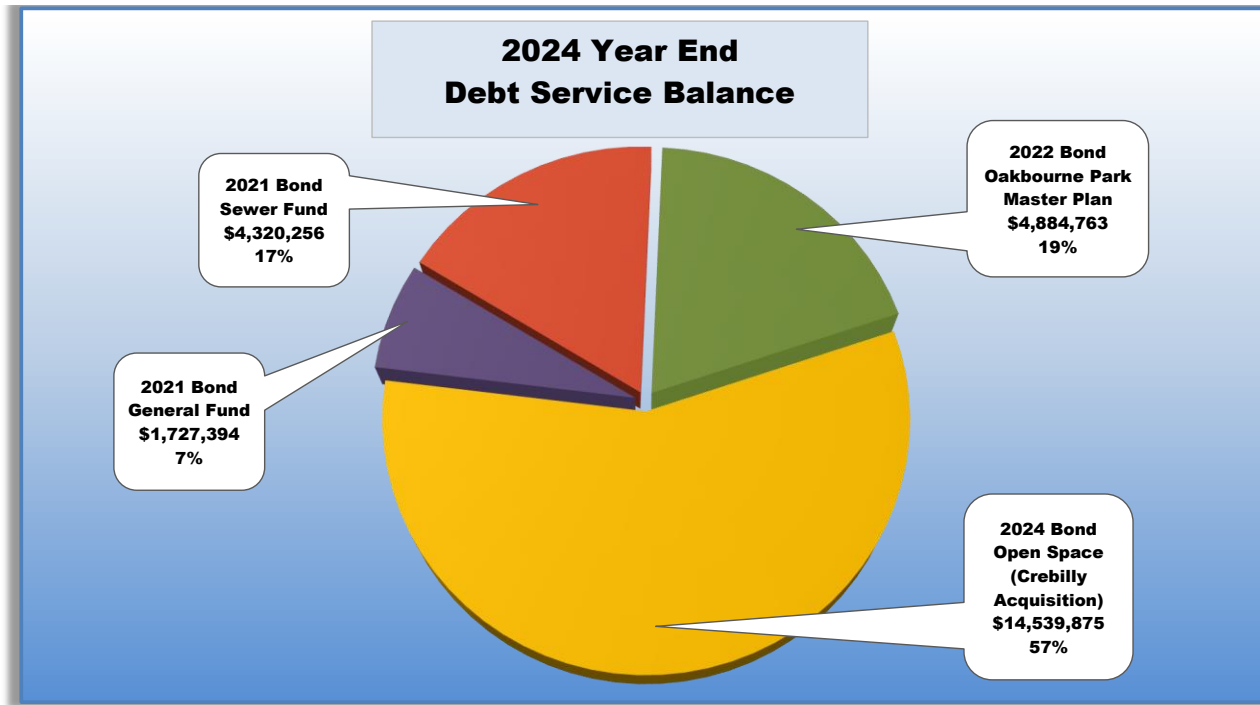
	<b>2022 ACTUAL</b>	<b>2023 Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
BEGINNING BALANCE				4,553		
<b><u>State Highway Aid Fund Revenue</u></b>						
<b>(341) Interest Earnings</b>						
35-341-000 Interest Earnings	81	50	1,200	5,000	3,800	316.67%
<b>(355) State Shared Revenues</b>						
35-355-000 Liquid Fuels	361,019	364,684	373,267	375,000	1,733	0.46%
35-355-060 Turnback Allocation	7,080	7,080	7,080	7,080	0	0.00%
<b>(399) State Highway Aid Fund Balance</b>	94,827	28,186	63,006	2,920		
<b>Total Highway Aid Fund Revenue</b>	<b>463,007</b>	<b>400,000</b>	<b>444,553</b>	<b>390,000</b>	<b>-54,553</b>	<b>-12.27%</b>
<b><u>State Highway Aid Fund Expenditures</u></b>						
<b>(439) Highway Construction</b>						
35-439-610 Street Construction	368,180	400,000	440,000	390,000	-50,000	-11.36%
<b>Subtotal (439) Highway Construction:</b>	<b>368,180</b>	<b>400,000</b>	<b>440,000</b>	<b>390,000</b>	<b>-50,000</b>	<b>-11.36%</b>
<b>Total Highway Aid Fund Expenditures:</b>	<b>368,180</b>	<b>400,000</b>	<b>440,000</b>	<b>390,000</b>	<b>-50,000</b>	<b>-11.36%</b>
<b>Total HIGHWAY AID FUND Revenue</b>	<b>463,007</b>	<b>400,000</b>	<b>444,553</b>	<b>390,000</b>	<b>-54,553</b>	<b>-12.27%</b>
<b>Total HIGHWAY AID FUND Expenditures</b>	<b>368,180</b>	<b>400,000</b>	<b>440,000</b>	<b>390,000</b>	<b>-50,000</b>	<b>-11.36%</b>
<b>Total HIGHWAY AID FUND Fund Balance</b>	<b>94,827</b>	<b>0</b>	<b>4,553</b>	<b>0</b>		
<b>Liquid Fuel Fund Projected Year End Cash Balance</b>			<b>94,826</b>	<b>1,633</b>		

# WESTTOWN TOWNSHIP

## 2024 Debt Service Fund Proposed Budget



12/18/2023



	Original Debt	P&I Balance 12/31/2023	P&I Balance 12/31/2024	Avg Coupon 2024 Rate
<b><u>General Obligation Bond Series of 2021</u></b>				
<b>General Fund</b>				
Police Building (Refunded GO 2012 /GO 2004)				
Westtown Portion	\$305,871	\$0	\$0	
East Goshen Portion	\$263,005	\$0	\$0	
General Fund (Mansion Roof/Tower) GO 2016	\$89,895	\$65,258	\$53,872	3.00%
General Fund (PW Garage/Bridge)Refunded 2016	\$2,088,688	\$1,810,154	\$1,673,522	3.00%
<b>Total General Fund Debt</b>	<b>\$2,747,460</b>	<b>\$1,875,412</b>	<b>\$1,727,394</b>	
<b>Wastewater Fund</b>				
Sewer Revenue (Refunded GO 2012/GO 2005)	\$1,996,742	\$1,336,550	\$1,004,250	3.00%
Sewer Fund (Refunded GO 2016/GO 2006)	\$5,350,782	\$3,982,088	\$3,316,006	3.00%
<b>Total Wastewater Debt</b>	<b>\$7,347,523</b>	<b>\$5,318,638</b>	<b>\$4,320,256</b>	
<b><u>Oakbourne Park Master Plan Bond Series of 2022</u></b>				
Oakbourne Master Plan GO 2022 - Total Debt	\$5,358,690	\$5,157,900	\$4,884,763	4.00%
<b><u>General Obligation Bond Series of 2024</u></b>				
Crebilly Acquisition (GO 2024 Bond) - Debt estimate	\$0	\$0	\$14,539,875	TBD
Estimate based on borrowing \$7,500,000 @ average coupon rate of 4.5%				



**Debt Service Revenues**

	<b>2022 ACTUAL</b>	<b>2023 Adopted Budget</b>	<b>2023 Year End Projection</b>	<b>2024 Proposed Budget</b>	<b>\$ Variance 2023-2024</b>	<b>% Variance 2023-2024</b>
Beginning Balance	574,876		648,023	701,731		
<b>(341) Interest Earnings</b>						
23-341-100 Series 2012 (2004 WEGO)	181	20	382	500	118	30.89%
23-341-500 Series 2012 (2005 Sewer)	306	30	1,400	2,000	600	42.86%
23-341-600 Series 2016 (2006 Sewer Expansion)	613	80	3,000	4,000	1,000	33.33%
23-341-720 Series 2022 (OBP Master Plan)	0	0	600	1,000	400	66.67%
23-341-740 Series 2024 (Open Space)				500	500	100.00%
<b>Subtotal (341) Interest Earnings</b>	<b>1,099</b>	<b>130</b>	<b>5,382</b>	<b>8,000</b>	<b>2,618</b>	<b>48.64%</b>
<b>(360) Debt Service Revenue</b>						
23-360-000 E.Goshen-WEGO Debt Svc Pymt	122,500	122,500	124,701	0	-124,701	-100.00%
<b>Subtotal (360) Debt Svc Revenue</b>	<b>122,500</b>	<b>122,500</b>	<b>124,701</b>	<b>0</b>	<b>-124,701</b>	<b>-100.00%</b>
<b>(392) Interfund Transfers</b>						
23-392-000 Transfer from Fund Balance						
23-392-010 General Fund DS GO2021 (GO12/2004 WEGO)	144,000	132,062	132,062	0	-132,062	-100.00%
23-392-015 General Fund DS GO Series 2022 (OBP)	110,000	264,000	264,000	264,000	0	0.00%
23-392-030 General Fund DS GO Series 2021	180,000	126,000	126,000	126,000	0	0.00%
23-392-080 Sewer Fund DS GO Series 2021	1,023,600	963,600	963,600	957,600	-6,000	-0.62%
23-392-040 Open Space Fund DS GO Series 2024				248,400	248,400	100.00%
<b>Subtotal (492) Interfund Transfers</b>	<b>1,457,600</b>	<b>1,485,662</b>	<b>1,485,662</b>	<b>1,596,000</b>	<b>110,338</b>	<b>7.43%</b>
<b>Total Debt Service Revenue</b>	<b>1,581,199</b>	<b>1,608,292</b>	<b>1,615,745</b>	<b>1,604,000</b>	<b>-11,745</b>	<b>-0.73%</b>

### Debt Service Expenditures

	2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(471) Debt Principal</b>						
23-471-700 GO Bond 2021 Principal	1,190,000	1,210,000	1,210,000	975,000	-235,000	-19.42%
23-471-720 GO Bond 2022 Principal				130,000	130,000	100.00%
<b>Subtotal (471) Debt Principal</b>	<b>1,190,000</b>	<b>1,210,000</b>	<b>1,210,000</b>	<b>1,105,000</b>	<b>-105,000</b>	<b>-8.68%</b>
<b>(472) Debt Interest</b>						
23-472-700 GO Bond 2021 Interest	231,500	207,700	207,700	171,400	-36,300	-17.48%
23-472-720 GO Bond 2022 Interest	57,653	143,138	143,138	143,138	0	0.00%
<b>Subtotal (472) Debt Interest</b>	<b>289,153</b>	<b>350,838</b>	<b>350,838</b>	<b>314,538</b>	<b>-36,300</b>	<b>-10.35%</b>
<b>(475) Miscellaneous/Fiscal Agent Fees</b>						
23-475-400 Fiscal Agent Fees - GO2021	500	500	500	500	0	0.00%
23-475-720 Fiscal Agent Fees - GO2022		650	700	700	0	0.00%
<b>Subtotal Miscellaneous</b>	<b>500</b>	<b>1,150</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0.00%</b>
<b>Total Debt Svc Expenditures</b>	<b>1,479,653</b>	<b>1,561,988</b>	<b>1,562,038</b>	<b>1,420,738</b>	<b>-141,300</b>	<b>-9.05%</b>
<b>Total DEBT SERVICE FUND Revenues</b>	<b>1,581,199</b>	<b>1,608,292</b>	<b>1,615,745</b>	<b>1,604,000</b>	<b>-11,745</b>	<b>-0.73%</b>
<b>Total DEBT SERVICE FUND Expenditures</b>	<b>1,479,653</b>	<b>1,561,988</b>	<b>1,562,038</b>	<b>1,420,738</b>	<b>-141,300</b>	<b>-9.05%</b>
<b>Total DEBT SERVICE FUND Fund Balance</b>	<b>101,547</b>	<b>46,304</b>	<b>53,707</b>	<b>183,262</b>		
<b>DEBT SERVICE Fund Projected Year End Cash Balance</b>			<b>701,731</b>	<b>884,993</b>		

# WESTTOWN TOWNSHIP

## 2024 Capital Reserve Fund Proposed Budget



**12/18/2023**

## Capital Reserves Revenue

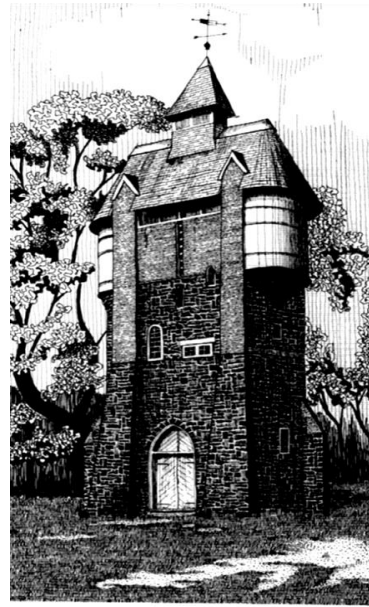
		2022 ACTUAL	2023 Adopted	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>Fund Balance</b>		7,342,606		6,355,662	6,582,189		
<b>(341) Interest Earnings</b>							
30-341-000	Capital Reserve Investments	144	0	0	0	0	0.00%
30-341-100	Capital Reserve GF Interest	51,539	16,500	113,500	140,000	26,500	23.3%
30-341-200	Capital Reserve WW Interest	9,489	30,000	54,000	70,000	16,000	29.6%
30-343-000	Realized Gains/Losses	(301)	0	0	0	0	0.0%
<b>Subtotal (341) Interest Earnings</b>		<b>60,871</b>	<b>46,500</b>	<b>167,500</b>	<b>210,000</b>	<b>42,500</b>	<b>25.4%</b>
<b>(380) Miscellaneous Revenue</b>							
30-399-000	Fund Reserve Appropriation	0	237,087	0	0	0	0.0%
30-380-001	CR CC Rewards	16,000	20,000	0	0	0	0.0%
<b>Miscellaneous Revenue</b>		<b>16,000</b>	<b>257,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>(392) Interfund Transfers</b>							
30-392-023	Transfer from Debt Service	0				0	0.00%
30-392-030	GF Capital Reserve	180,000	180,000	180,000	180,000	0	0.00%
30-392-080	Wastewater Capital Reserve	360,000	360,000	360,000	360,000	0	0.00%
30-392-300	Transfer from, GF (Capital Rsv)	25,000	50,000	50,000	50,000	0	0.00%
30-392-400	Transfer from GF- Infrastructure/Windfall	0	26,728	26,728	25,000	-1,728	-6.46%
<b>Subtotal (392) Interfund Transfers</b>		<b>565,000</b>	<b>616,728</b>	<b>616,728</b>	<b>615,000</b>	<b>-1,728</b>	<b>-0.3%</b>
<b>Total Capital Reserve Revenue</b>		<b>641,871</b>	<b>920,315</b>	<b>784,228</b>	<b>825,000</b>	<b>40,772</b>	<b>5.2%</b>

### Capital Reserve Expenditures

		2022 ACTUAL	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(475) Fiscal Agent Fees</b>							
30-475-100	Fiscal Agent Fees	620	0			0	0.0%
30-480-200	Bank Fees	0	0	26			
<b>(492) Interfund Transfers</b>							
30-492-018	Transfer to Capital Projects/WCC Sewer CIP	293,773	495,701	453,501		-453,501	-100.0%
30-492-018	Transfer to Capital Projects/WGSA CIP	800,000	242,614	0		0	0.0%
30-492-018	Transfer to Capital Projects/PG PS Design		35,000	0	0	0	0.0%
30-492-020	Transfer to Capital Projects/Parks/Admin	385,621			88,500	5,589	11.9%
"	Transfer to Capital Projects/Roads-Traffic Signals				104,000	0	0.0%
"	Transfer to Capital Projects/Oakbourne Mansi	16,400	50,000	57,200	15,000	0	0.0%
"	Transfer to CP/SWM-MS4 Projects	132,400	97,000	47,000	52,589	88,500	100.0%
<b>Subtotal (492) Interfund Transfers</b>		<b>1,628,194</b>	<b>920,315</b>	<b>557,701</b>	<b>260,089</b>	<b>88,500</b>	<b>-71.7%</b>
<b>Total Capital Reserve Expenditures</b>		<b>1,628,814</b>	<b>920,315</b>	<b>557,701</b>	<b>260,089</b>	<b>-297,612</b>	<b>-71.7%</b>
<b>Total CAPITAL RESERVE Revenue</b>		<b>641,871</b>	<b>920,315</b>	<b>784,228</b>	<b>825,000</b>	<b>40,772</b>	<b>-10.4%</b>
<b>Total CAPITAL RESERVE Expense</b>		<b>1,628,814</b>	<b>920,315</b>	<b>557,701</b>	<b>260,089</b>	<b>-297,612</b>	<b>-71.7%</b>
<b>Total CAPITAL RESERVE FUND BALANCE</b>		<b>(986,943)</b>	<b>0</b>	<b>226,527</b>	<b>564,911</b>		
<b>CAPITAL RESERVE Estimated Year End Cash Balance</b>				<b>6,582,189</b>	<b>7,147,101</b>		

# WESTTOWN TOWNSHIP

## 2024 Capital Projects Fund Proposed Budget



12/18/2023

## Capital Projects Revenues

	2022 ACTUAL	2023 Adopted	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>Beginning Balance</b>	546,477		546,477	1,200,204.28		
<b>(341) Interest Earnings</b>						
18-341-100 CP SE06 Int Earned	227	34	1,100	5,000	3,900	354.5%
18-341-300 CP Special Projects Int Earned	216	16	1,300	5,000	3,700	284.6%
	<b>443</b>	<b>50</b>	<b>2,400</b>	<b>10,000</b>		
<b>(354) Capital &amp; Operating Grants</b>						
18-354-030 Green Light Go Grant (926/Shady Grove Way)				267,125	267,125	100.0%
18-354-070 Greenways, Trails & Recreation Grant (MPP)	0	100,000	100,000	210,000	110,000	110.0%
18-354-071 PECO GREEN REGION GRANT	10,000				0	0.0%
18-354-072 DCNR C2P2/NPS LWCF Grant		1,500,000	750,000	750,000	0	0.0%
18-354-080 CFA Watershed Restoration Grant (Sage Rd)		0	10,000		-10,000	-100.0%
	<b>10,000</b>	<b>1,600,000</b>	<b>860,000</b>	<b>1,227,125</b>	<b>100,000</b>	<b>42.7%</b>
<b>(380) Miscellaneous Revenue</b>						
18-380-001 Credit Card Rewards	16,000	0	10,213	10,000	-213	-2.1%
	<b>16,000</b>	<b>0</b>	<b>10,213</b>	<b>10,000</b>	<b>90,000</b>	<b>-2.1%</b>
<b>(391) Proceeds of Sale of Fixed Assets</b>						
18-391-100 Sale of Fixed Assets	0	0		18,000	18,000	100.0%
	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>189,787</b>	<b>100.0%</b>
<b>(392) Interfund Transfers</b>						
18-392-020 Transfer from GF	16,000					
18-392-030 GF Reserves Transfer/MS4 Projects	132,400	97,000	47,000	52,589	5,589	11.9%
" GF Cap Res./Park Projects/Gov't Bldgs/Traffic/En	402,021	50,000	57,200	207,500	150,300	262.8%
18-392-080 Transfer From Reserve WW CIP-WGSTP	293,774	242,614	0		0	0.0%
" Cap Reserve Transfer/Sewer Capital Improveme	800,000	530,701	453,501		-453,501	-100.0%
18-392-085 WW Fund Transfer				1,182,000	1,182,000	100.0%
	<b>1,644,195</b>	<b>920,315</b>	<b>557,701</b>	<b>1,442,089</b>	<b>884,388</b>	<b>158.6%</b>
<b>(399) Fund Balance</b>				<b>1,029,378</b>		
<b>Total Capital Projects Revenue &amp; Fund Balance Appropriati</b>	<b>1,670,638</b>	<b>2,520,315</b>	<b>1,427,914</b>	<b>3,736,592</b>	<b>984,175</b>	<b>161.7%</b>

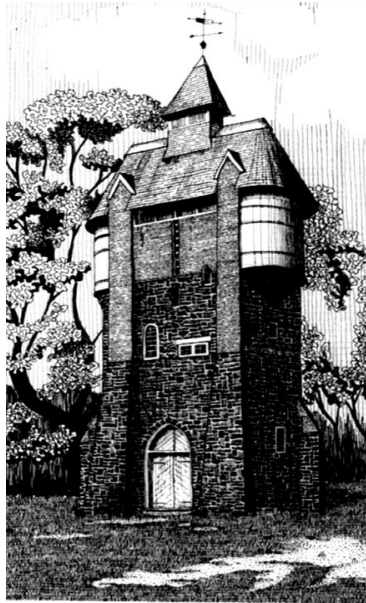
## Capital Projects Expenditures

		2022 ACTUAL	2023 Adopted	2023 ACTUAL 10/31/2023	2023 Year End Projection	2024 Proposed Budget	\$ Variance 2023-2024	% Variance 2023-2024
<b>(408) Engineering/Architecture/Landscape</b>								
18-408-350	MS4 Engineering Services	39,831	47,000	39,089	47,000	0	-47,000	-100.0%
18-408-400	Pleasant Grove PS/Design Only	0	35,000	945	35,000	182,000	147,000	420.0%
18-408-500	Collection System Repair/Const Engr (Slip Linir	29,871	8,600	32,829	55,000	0	-55,000	-100.0%
18-408-620	Master Park Plan Design/Permits/Surveys	342,659	0	61,651	92,341	20,000	-72,341	100.0%
		<b>412,362</b>	<b>90,600</b>	<b>134,514</b>	<b>229,341</b>	<b>202,000</b>	<b>-27,341</b>	<b>-11.9%</b>
<b>(409) General Government Buildings</b>								
18-409-500	Admin Office Upgrades	0	0	0	0	50,000	50,000	100.0%
18-409-605	Mansion/Carriage House /Gate House Repairs	16,400	50,000	7,200	57,200	38,500	-57,200	-100.0%
18-409-735	Capital Expense - PW Garage					15,000	38,500	100.0%
18-409-740	Capital Expense - Mansion					15,000	15,000	-100.0%
		<b>16,400</b>	<b>50,000</b>	<b>7,200</b>	<b>57,200</b>	<b>103,500</b>	<b>46,300</b>	<b>80.9%</b>
<b>(429) Collection System Capital Improvement Program</b>								
18-429-300	Collection System Infracture Repairs (Spot)	146,946	175,000	24,282	24,282	0	-24,282	-100.0%
18-429-500	WGSA Capital Construction	575,931	242,614	0	0	235,000	235,000	100.0%
18-429-603	Collection System Repair Capital Const		278,501	245,059	262,503	65,019	-197,484	-75.2%
18-429-605	Oakbourne Rd Bridge Force Main Construction	0	0	0	0	0	0	0.0%
18-429-610	WCC Plant Painting Project	294,638	0	0	0	0	0	0.0%
18-429-611	Pleasant Grove PS Capital Const. - Force Main					1,000,000	1,000,000	100.0%
18-429-615	Wild Goose Pump Station Control Panel	32,771	0	0	0	0	0	0.0%
18-429-620	Sage Road Manhole Lining	0	33,600	0	33,600	0	-33,600	-100.0%
		<b>1,050,286</b>	<b>729,715</b>	<b>269,341</b>	<b>320,385</b>	<b>1,300,019</b>	<b>979,634</b>	<b>305.8%</b>
<b>(433) Traffic Control</b>								
18-433-610	Traffic Signal Const. 926/Shady Grove (net cos	0	0	0	0	337,125	337,125	100.0%
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>337,125</b>	<b>337,125</b>	<b>100.0%</b>
<b>(436) Storm Water Management/MS4</b>								
18-436-100	Radley Run Stream Restoration BRCA-S New	0	50,000	0	0	50,000	50,000	100.0%
18-436-200	Sage Road Basin Retrofit	108,288		16,975	16,975		-16,975	-100.0%
18-436-300	Thorne Drive Basin Retrofit (net cost)	0	0	286	286	69,948	69,662	24357.3%
		<b>108,288</b>	<b>50,000</b>	<b>17,261</b>	<b>17,261</b>	<b>119,948</b>	<b>102,687</b>	<b>594.9%</b>
<b>(437) Tools &amp; Machinery</b>								
	Purchase of Equipment (2) Exmark Mowers	0	0	0	0	34,000	34,000	100.0%
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,000</b>	<b>34,000</b>	<b>100.0%</b>
<b>(454) Township Parks</b>								
18-454-000	Larchbourne Park Playground	64,956	0	0				
18-454-610	Oakbourne Park Master Plan Phase 1		1,600,000	0	150,000	1,640,000	1,490,000	993.3%
		<b>64,956</b>	<b>1,600,000</b>	<b>0</b>	<b>150,000</b>	<b>1,640,000</b>	<b>1,490,000</b>	<b>993.3%</b>
<b>Total Capital Projects Expense</b>		<b>1,652,291</b>	<b>2,520,315</b>	<b>428,316</b>	<b>774,187</b>	<b>3,736,592</b>	<b>2,962,405</b>	<b>382.6%</b>
<b>Total CAPITAL PROJECTS FUND Revenue/Fund Balance A</b>		<b>1,670,638</b>	<b>2,520,315</b>	<b>679,955</b>	<b>1,427,914</b>	<b>3,736,592</b>	<b>2,308,678</b>	<b>161.7%</b>
<b>Total CAPITAL PROJECTS FUND Expense</b>		<b>1,652,291</b>	<b>2,520,315</b>	<b>428,316</b>	<b>774,187</b>	<b>3,736,592</b>	<b>2,962,405</b>	<b>382.6%</b>
<b>Total CAPITAL PROJECTS FUND Fund Balance</b>		<b>18,346</b>	<b>0</b>	<b>251,640</b>	<b>653,727</b>	<b>0</b>		
<b>CAPITAL PROJECTS Fund Projected Year End Cash Balance</b>					<b>1,200,204</b>	<b>170,826</b>		



# WESTTOWN TOWNSHIP

## 2024 ARPA Fund Proposed Budget



12/18/2023

## ARPA Revenues and Expenditures

	2023 Adopted Budget	2023 Year End Projection	2024 Proposed Budget
<b>ARPA REVENUES</b>			
<b>(341) Interest Earnings</b>			
19-341-000 Interest Earnings	15,000	59,000	40,000
<b>Total ARPA Fund Revenue</b>	<b>1,176,367</b>	<b>1,220,367</b>	<b>1,260,367</b>
<b>ARPA EXPENDITURES</b>			
<b>(452) Culture-Recreation</b>			
19-452-610 OBP Master Plan	1,176,367		483,517
<b>Subtotal (452) Culture-Recreation</b>	<b>1,176,367</b>	<b>0</b>	<b>483,517</b>
<b>Expense of remaining ARPA Funds To Be Determined</b>			
Project To Be Determined by the Board of Supervisors			<b>776,850</b>
<b>Total ARPA Fund Expenditures:</b>	<b>1,176,367</b>	<b>0</b>	<b>1,260,367</b>
<b>Total ARPA FUND Revenue</b>	<b>1,176,367</b>	<b>1,220,367</b>	<b>1,260,367</b>
<b>Total ARPA FUND Expenditures</b>	<b>1,176,367</b>	<b>0</b>	<b>1,260,367</b>
<b>Total ARPA FUND Fund Balance</b>	<b>0</b>	<b>1,220,367</b>	<b>0</b>

2024 Proposed Budget Version 6

Included is Version 6 of the 2024 Proposed Budget - 3.75% increase for payroll. 11 of our FT officers are in the step-raises. Insurance premiums confirmed - WC may decrease - waiting on Mod Exp. All line items with the box around them include the request from the Chief, all comments in red are related to those specific requests. Included: training Room equipment update, 1 speed alert sign, 3 PTERS with incentives included. PCCD GRANT and WCASD Reimbursement Info in green. Version 6 - removed Thornbury Township contribution under receipts.

<b>PAYROLL EXPENSES</b>	<u>Actual</u> <b>2021</b>	<u>Actual</u> <b>2022</b>	<u>Approved</u> <b>2023</b>	<u>June</u> <b>2023</b>	<u>Projected</u> <b>2023 Year End</b>	<u>Proposed</u> <b>2024</b>	<b>Comments:</b>
CHIEF OF POLICE	\$159,199.87	\$164,917.68	\$174,399.62	\$86,581.43	\$173,162.86	\$179,656.35	Estimated 3.75% increase
LIEUTENANT	\$275,438.35	\$285,346.92	\$301,753.22	\$152,528.68	\$305,057.36	\$313,068.96	Estimated 3.75% increase
SERGEANTS & 1 CORPORAL	\$761,823.08	\$840,244.64	\$885,875.63	\$443,970.58	\$887,941.16	\$919,095.97	6 Sergeants & 1 Corporal- 3.75% increase
FULL-TIME OFFICERS	\$1,786,554.78	\$1,752,519.25	\$2,231,991.29	\$1,016,081.45	\$2,032,162.90	\$2,549,055.22	3.75% increase plus step raises for 11 FT officers (8.33-11.11% incr). <b>WCASD Reimbursement \$78,075</b>
PART-TIME OFFICERS	\$264,856.08	\$218,677.83	\$69,971.20	\$56,389.36	\$65,000.00	\$0.00	With 5 officers on a platoon we do not need to fill the "holes" for the perfect schedule. We continue to need Pters to fill vac, sick, comp, personal.
OFFICE STAFF	\$241,382.00	\$276,946.72	\$362,552.78	\$186,782.13	\$362,552.78	\$363,375.48	5 Fulltime Office Staff - 3.75% increase. Projected 2023 included a FT for 5 months that retired. <b>GRANT- \$67,600</b>
VACATION	\$134,954.25	\$100,587.02	\$98,989.53	\$26,998.08	\$90,000.00	\$93,375.00	
SICK	\$199,334.90	\$169,134.74	\$186,307.14	\$91,691.79	\$183,383.58	\$190,260.46	
COMP	\$55,890.12	\$39,510.11	\$41,454.82	\$4,186.09	\$41,000.00	\$42,537.50	
PERSONAL	\$35,678.41	\$38,677.16	\$46,010.87	\$18,499.12	\$46,000.00	\$47,725.00	3.75% over proj. 2023. Vac, Sick, Comp and Pers individual costs go up and down each year but when totalled they are consistent with increase in salary
COURT	\$18,260.78	\$22,875.01	\$26,787.22	\$11,616.66	\$23,233.32	\$24,104.57	Court is unpredictable. Increased 3.75% over projected 2023.
LONGEVITY	\$106,052.50	\$101,514.56	\$130,234.00	\$80,758.98	\$130,234.00	\$139,405.16	Exact amount needed according to contract based on 3.75% increase in salaries. This is capped at \$8,275 per officer.
OVERTIME	\$218,189.04	\$213,549.76	\$218,962.50	\$124,515.87	\$249,031.74	\$250,360.00	Estimated 2024 plus <b>GRANT - \$13,260. It isn't a significant increase over 2023 projected due to hiring two Fters in June.</b>
SHIFT DIFFERENTIAL	\$40,899.07	\$46,312.26	\$48,066.80	\$21,654.84	\$43,309.68	\$44,933.79	3.75% over projected 2023.
HOLIDAYS 13-1/2 DAYS PER YEAR	\$52,071.75	\$51,059.46	\$55,674.03	\$31,815.87	\$59,000.00	\$61,212.50	3.75% over projected 2023.
SCHOOL & FIREARMS TRNG.	\$20,809.19	\$22,086.91	\$52,875.00	\$6,077.57	\$25,000.00	\$52,875.00	2023 low due to being short staffed. 2020 & 2021 YTD actual column low due to Covid. Hoping to get back to normal training for 2024.
TRAINING- NEW HIRES	\$44,895.00	\$26,095.00	\$28,800.00	\$14,980.00	\$29,960.00	\$51,153.60	Retain PTER: hire 3 trained for 288 hrs @ \$34.90 per hr. (only \$34,560 @ \$20 per hr.) Tuition Reimb. (3 x \$7k).
MISCELLANEOUS- entirely refunded	\$100,239.52	\$112,753.03	\$0.00	\$60,468.46	\$120,936.92	\$0.00	Not budgeted - this would be entirely refunded.
DETECTIVE ALLOWANCE	\$3,900.00	\$3,900.00	\$3,900.00	\$0.00	\$3,900.00	\$3,900.00	Exact amount needed according to contract. \$75 per week for 52 weeks.
WORK COMP PAY, partially refunded	\$88,650.43	\$114,638.10	\$0.00	\$95,996.55	\$191,993.10	\$0.00	Not budgeted - this is partially refunded. Cannot project work comp injuries.
<b>TOTAL PAYROLL EXPENSES</b>	<b>\$4,609,079.12</b>	<b>\$4,601,346.16</b>	<b>\$4,964,605.65</b>	<b>\$2,531,593.51</b>	<b>\$5,062,859.40</b>	<b>\$5,326,094.57</b>	<b>7.28% over 2023 approved budget</b>

<b>BENEFIT EXPENSES</b>	<u>Actual</u> <b>2021</b>	<u>Actual</u> <b>2022</b>	<u>Approved</u> <b>2023</b>	<u>June</u> <b>2023</b>	<u>Projected</u> <b>2023 Year End</b>	<u>Proposed</u> <b>2024</b>	<b>Comments:</b>
SOCIAL SECURITY & MED.	\$333,197.26	\$329,003.85	\$379,792.33	\$185,976.53	\$371,953.06	\$407,446.23	7.65% of total payroll expenses. <b>GRANT - \$5,171</b>
UNEMPLOYMENT COMP	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	No change to budget.
DENTAL	\$55,192.72	\$57,441.90	\$73,426.66	\$32,685.17	\$65,000.00	\$65,000.00	No increase for 2024.
EYE CARE	\$14,999.58	\$14,376.36	\$16,735.75	\$6,613.32	\$13,000.00	\$13,650.00	5% increase
PHYSICALS	\$3,544.00	\$4,224.00	\$5,000.00	\$863.00	\$5,000.00	\$6,000.00	Increased \$1,000. Discuss preventative blood work.
CLEANING ALLOWANCE	\$22,501.22	\$24,020.40	\$28,000.00	\$11,625.00	\$25,500.00	\$25,500.00	34 FT times 750
CLOTHING ALLOWANCE	\$3,757.50	\$3,510.00	\$3,510.00	\$3,510.00	\$3,510.00	\$3,510.00	Exact amount needed according to contract. 6 Detectives x's \$585.00
SHOE ALLOWANCE	\$11,819.50	\$11,950.00	\$12,800.00	\$0.00	\$12,800.00	\$13,600.00	34 FT times 400
HEALTH CLUB	\$4,697.06	\$4,699.23	\$4,900.00	\$1,964.46	\$3,000.00	\$3,000.00	Reduced due to experience.
PRIVATE EDUCATION	\$31,193.67	\$25,608.62	\$32,500.00	\$2,170.34	\$3,000.00	\$19,800.00	Reduced significantly but placed 3 possible employees going back to school.
UNIFORMS	\$35,646.86	\$44,633.91	\$40,000.00	\$15,721.09	\$40,000.00	\$40,000.00	No change to the 2023 approved budget.
INSURANCE HEALTH-BC/BS changed to DVHT 11/1/2020	\$799,095.71	\$916,306.57	\$924,282.19	\$355,106.25	\$900,000.00	\$907,000.00	Reduced due to waivers and increased 3.4%. <b>GRANT- \$23,092</b>
INSURANCE LIFE & DISABIL.	\$47,754.30	\$56,113.40	\$60,519.36	\$31,110.23	\$62,220.46	\$65,331.48	February renewal. Firm quote <b>not</b> received. 5% increase over projected year end. <b>GRANT-\$146</b>
WORK COMP- MRM TRUST	\$161,191.76	\$248,126.96	\$232,000.00	\$81,144.00	\$232,000.00	\$245,000.00	Still waiting on modification experience. I expect it to be lower. <b>GRANT-\$146</b>
PUBLIC OFF & POLICE PROF.	\$65,306.00	\$66,207.00	\$70,203.95	\$0.00	\$70,203.95	\$73,715.00	Firm quote
RETIREMENT HEALTH BENEFITS	\$160,092.10	\$178,050.22	\$222,000.00	\$83,068.70	\$200,000.00	\$196,000.00	Reduced due to waivers and increased 3.4%
457 K PLAN CONTRIBUTIONS	\$18,437.08	\$18,187.99	\$19,158.03	\$9,895.11	\$19,790.22	\$20,532.35	Increased 2023 projection by 3.75%.
WEGO POLICE PENSION	\$1,055,594.00	\$809,442.00	\$840,192.00	\$0.00	\$840,192.00	\$1,479,021.00	Firm 2024 MMO (market value) from Anderson's office. Mandatory amount is \$1,138,956.
WEGO Additional Pension Plan Contribution	\$105,559.40	\$0.00	\$84,019.20	\$0.00	\$84,019.20	\$0.00	Reintroduced this line item last year (10% additional deposit) that Commission cancelled for 2022 budget.
WEGO NON-UNIFORM PENSION	\$0.00	\$0.00	\$13,008.00	\$0.00	\$13,008.00	\$13,008.00	INFO not received yet
<b>TOTAL BENEFIT EXPENSES</b>	<b>\$2,929,579.72</b>	<b>\$2,811,902.41</b>	<b>\$3,070,547.47</b>	<b>\$821,453.20</b>	<b>\$2,972,696.89</b>	<b>\$3,605,614.07</b>	<b>17.43% over 2023 approved budget</b>

	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Approved</u> <u>2023</u>	<u>June</u> <u>2023</u>	<u>Projected</u> <u>2023 Year End</u>	<u>Proposed</u> <u>2024</u>	<u>Comments:</u>
<b>VEHICLE EXPENSES</b>							
VEHICLE INSURANCE	\$66,819.00	\$73,928.00	\$69,847.00	\$9,189.00	\$70,000.00	\$83,100.00	Final quote
VEHICLE MAINTENANCE	\$36,737.49	\$45,015.52	\$41,200.00	\$28,831.91	\$57,663.82	\$59,393.73	Increased 3% over projected year end. This was very high in 2023 due to car deliveries being delayed.
VEHICLE TIRES/REPAIR	\$6,301.10	\$6,473.09	\$13,390.00	\$8,969.94	\$13,000.00	\$13,390.00	No change to budget.
VEHICLE MISCELLANEOUS	\$31,722.34	\$11,110.85	\$18,269.21	\$8,223.00	\$18,300.00	\$17,000.00	Reduced by \$1,200 due to experience.
VEHICLE REPLACEMENT	\$228,106.24	\$204,990.05	\$275,500.00	\$161,358.41	\$275,500.00	\$272,500.00	4 cars financed at \$52,000 per yr, equipment \$60,000, ongoing loans \$130,500, carry over \$30,000 that we did not use in 2022
VEHICLE GASOLINE	\$78,957.51	\$116,848.10	\$136,453.86	\$52,810.55	\$105,621.10	\$116,183.21	Increase 10% over projected year end due to fluctuating gas prices.
<b>TOTAL VEHICLE EXPENSES</b>	<b>\$448,643.68</b>	<b>\$458,365.61</b>	<b>\$554,660.07</b>	<b>\$269,382.81</b>	<b>\$540,084.92</b>	<b>\$561,566.94</b>	<b>1.25% over 2023 approved budget</b>

	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Approved</u> <u>2023</u>	<u>June</u> <u>2023</u>	<u>Projected</u> <u>2023 Year End</u>	<u>Proposed</u> <u>2024</u>	<u>Comments:</u>
<b>OTHER EXPENSES</b>							
LEGAL FEES	\$14,134.41	\$23,863.00	\$15,000.00	\$8,965.00	\$17,930.00	\$15,000.00	No change to budget.
OFFICE SUPPLIES	\$7,172.27	\$13,265.12	\$13,000.00	\$6,962.50	\$13,000.00	\$13,390.00	Increase 3%.
POLICE SUPPLIES	\$127,357.35	\$57,504.71	\$418,411.00	\$38,794.42	\$418,411.00	\$109,376.00	\$50,000 estimated for 2024. Added \$18,523 for Speed Alert Sign. GRANT - \$48,053
CAMERA/FILM SUPPLIES	\$29,568.60	\$597.32	\$10,000.00	\$577.14	\$10,000.00	\$10,000.00	No change to budget.
COPIER	\$6,071.00	\$5,639.11	\$6,200.00	\$826.00	\$6,200.00	\$6,200.00	No change to budget.
POSTAGE	\$1,249.04	\$1,808.24	\$1,751.00	\$506.90	\$1,700.00	\$1,751.00	No change to budget.
PRINTING	\$663.76	\$20.90	\$3,090.00	\$385.77	\$3,000.00	\$3,090.00	No change to budget.
COMPUTERS	\$83,923.22	\$54,784.21	\$221,532.00	\$245,113.64	\$250,000.00	\$72,000.00	Reduced significantly- \$186K from grant for 2023. Added \$6,000 per month for IT support.
CRIMINAL INVESTIGATION UNIT	\$3,787.41	\$9,030.09	\$9,000.00	\$5,298.36	\$9,000.00	\$9,000.00	No change to budget.
TRAFFIC UNIT	\$11,204.35	\$9,295.49	\$9,270.00	\$1,624.01	\$9,270.00	\$9,270.00	No change to budget.
BIKE PATROL UNIT	\$0.00	\$0.00	\$1,273.00	\$0.00	\$1,200.00	\$1,200.00	No change to budget.
CIT. POL. ACADEMY/PUBLIC EDUC.	\$13,281.90	\$10,026.12	\$13,000.00	\$2,274.42	\$13,000.00	\$13,000.00	No change to budget. GRANT-\$10,000
FIREARMS SUPPLIES/TRNG.	\$25,849.27	\$27,907.85	\$27,200.00	\$18,531.58	\$27,200.00	\$27,200.00	No change to budget.
GENERAL EXPENSE	\$17,612.40	\$39,833.70	\$25,000.00	\$13,750.20	\$25,000.00	\$25,000.00	No change to budget.
COMMUNICATION	\$31,950.40	\$36,640.66	\$34,106.10	\$19,618.76	\$39,237.52	\$41,199.40	Increased 5% over projected year end. In 2022, added 2 phone line for undercover cameras and a 2nd ERT phone.
RADIO PURCHASE/REPAIR	\$5,299.45	\$5,809.57	\$20,859.09	\$7,623.45	\$20,800.00	\$6,500.00	GRANT subtracted 2023 grant of \$7,200
SCHOOL/TRAINING EXPENSE	\$11,093.01	\$10,369.04	\$14,510.79	\$14,693.55	\$20,000.00	\$20,000.00	Increased due to experience
SCHOOL/TRAINING TUITION	\$9,388.86	\$15,849.72	\$25,842.90	\$10,219.00	\$25,842.00	\$27,134.10	5% increase
BUILDING EXPENSE	\$149,912.97	\$154,208.15	\$200,000.00	\$79,591.80	\$200,000.00	\$195,000.00	Reduced slightly due to subtracting \$30,000 for 2023 shed and adding in \$25,000 for training room audio/video equipment.
EG SUBSTATION- RENT	\$11,392.44	\$12,341.81	\$11,400.00	\$5,695.85	\$11,391.70	\$11,400.00	No change to budget.
MISCELLANEOUS	\$7,807.62	\$63,072.23	\$2,000.00	\$897.20	\$1,794.40	\$2,000.00	No change to budget.
ACCREDITATION FEES	\$5,656.07	\$7,947.44	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	No change to budget.
PAYROLL - DIRECT DEPOSIT CHGE	\$3,617.26	\$3,642.00	\$4,400.00	\$1,805.05	\$4,400.00	\$4,400.00	No change to budget.
PHONES - sinking fund	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	No change to budget.
WEAPONS - sinking fund	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	No change to budget.
COMPUTERS - sinking fund	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	No change to budget.
LICENSE PLATE READER-sinking fund	\$9,856.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	No change to budget.
MOBILE VIDEO RECORDER - sinking fund	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	No change to budget.
PORTABLE RADIOS - sinking fund	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00	\$14,000.00	No change to budget.
SECURITY CAMERA - sinking fund	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	No change to budget.
TASER - sinking fund	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	No change to budget.
BODY CAMERAS - sinking fund	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	No change to budget.
EMERGENCY RESPONSE TEAM	\$9,863.27	\$9,566.44	\$10,000.00	\$5,574.18	\$10,000.00	\$10,000.00	No change to budget.
<b>TOTAL OTHER EXPENSE</b>	<b>\$640,712.33</b>	<b>\$622,022.92</b>	<b>\$1,154,345.88</b>	<b>\$489,328.78</b>	<b>\$1,195,876.62</b>	<b>\$690,610.50</b>	<b>-40.17% under 2023 approved budget</b>

<b>TOTAL BUDGET</b>	<b>\$8,628,014.85</b>	<b>\$8,493,637.10</b>	<b>\$9,744,159.07</b>	<b>\$4,111,758.30</b>	<b>\$9,771,517.83</b>	<b>\$10,183,886.08</b>	<b>4.51% over 2023 approved budget</b>
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**WESTTOWN-EAST GOSHEN POLICE**  
**2024 Proposed Budget Version 6**

**RECEIPTS**

	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Approved</u> <u>2023</u>	<u>June</u> <u>2023</u>	<u>Projected</u> <u>2023 Year End</u>	<u>Proposed</u> <u>2024</u>	<u>Comments:</u>
Carry over from 2022 Budget		\$0.00	<b>\$30,000.00</b>	\$0.00	<b>\$0.00</b>	\$30,000.00	Carry over vehicle replacement not spent
Westtown Township	\$3,374,478.24	\$3,200,490.61	<b>\$3,468,876.05</b>	\$2,041,506.44	<b>\$3,468,876.00</b>	\$4,165,314.40	<a href="#">44.50% firm PPU's for 2022 according to WT and EG Agreement.</a>
East Goshen Township	\$4,208,618.93	\$3,991,623.12	<b>\$4,326,351.02</b>	\$2,200,040.41	<b>\$4,326,351.00</b>	\$5,194,942.68	<a href="#">55.50% firm PPU's for 2022 according to WT and EG Agreement.</a>
Thornbury Township	\$615,322.00	\$633,782.00	<b>\$652,795.00</b>	\$326,397.48	<b>\$652,795.00</b>	\$0.00	If Thornbury Twp does not renew their contract with WT and EG.
Receipts:			<b>\$6,000.00</b>	\$315.00	<b>\$630.00</b>	\$9,000.00	Increased receipts by \$3,000
Parking	\$245.00	\$1,120.00					
Police Reports	\$5,472.75	\$7,716.50		\$3,800.69	<b>\$7,601.38</b>		
Alarms	\$0.00	\$1,260.00		\$0.00	<b>\$0.00</b>		
Fingerprint Income	\$1,450.00	\$1,550.00		\$575.00	<b>\$1,150.00</b>		
Interest	\$124.92	\$171.38		\$546.46	<b>\$1,092.92</b>		
Health Care Contribution			<b>\$15,455.00</b>	\$0.00	<b>\$15,455.00</b>	\$16,000.00	
Miscellaneous Income - GRANTS	\$120,726.69	\$163,852.57	<b>\$727,184.00</b>	\$41,990.71	<b>\$727,184.00</b>	\$247,541.00	<b>WCASD Reimbursement and PCCD Grant Refund - NOTE: last quarter of 2024 won't be received until 2025.</b>
Refund of Retirement Insurance Premiums from Reserve	\$0.00	\$0.00	<b>\$222,000.00</b>	\$0.00	<b>\$222,000.00</b>	\$196,000.00	Refunded through OPEB Trust.
Work Comp refund	\$29,821.60	\$0.00	<b>\$0.00</b>	\$15,276.00	<b>\$30,552.00</b>	\$0.00	Not budgeted
Special Detail refund	\$101,037.92	\$123,938.70	<b>\$0.00</b>	\$55,717.49	<b>\$111,434.98</b>	\$0.00	Not budgeted
Sale of Police Vehicles	\$59,225.00	\$16,900.00	<b>\$40,000.00</b>	\$6,600.00	<b>\$40,000.00</b>	\$40,000.00	The funds will go back into the general fund.
Pension - Act 205 receipts	\$268,647.82	\$279,744.40	<b>\$272,410.00</b>	\$0.00	<b>\$272,410.00</b>	\$300,000.00	Estimated ACT 205 funds.
Pension - Act 205 receipts- non uniformed	\$0.00	\$0.00	<b>\$13,088.00</b>	\$0.00	<b>\$13,088.00</b>	\$13,088.00	Estimated MMO for 2024
CPA - Donations	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	Not budgeted
CPA - Tuition	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$0.00	Not budgeted
Dare Donations	\$0.00	\$2,000.00	<b>\$0.00</b>	\$0.00	<b>\$2,000.00</b>	\$2,000.00	Donations from 2 catholic schools.
<b>TOTAL RECEIPTS</b>	<b>\$8,785,170.87</b>	<b>\$8,424,149.28</b>	<b>\$9,744,159.07</b>	<b>\$4,692,765.68</b>	<b>\$9,892,620.28</b>	<b>\$10,183,886.08</b>	<b>4.51% over 2023 approved budget</b>

<u>FORMULA for TWP Contributions</u>		<u>2023 Approved</u>			<u>2024 Proposed</u>	<u>Difference</u>
Receipts total before WT & EG Contr.		\$1,948,932.00	Receipts total before WT & EG Contr.		\$823,629.00	-\$1,125,303.00 donations/misc receipts
Total Budget		\$9,744,159.07	Total Budget		\$10,183,886.08	
Shared costs		\$7,795,227.07	Shared costs		\$9,360,257.08	
WT's portion 44.50%		\$3,468,876.05	WT's portion 44.50%		\$4,165,314.40	20.08%
EG's portion 55.50%		\$4,326,351.02	EG's portion 55.50%		\$5,194,942.68	20.08%

<u>Capital Contributions</u>		<u>2023 Approved</u>			<u>2024 Agreement</u>	<u>Difference</u>
Total amount due		\$42,200.00			\$43,300.00	\$1,100.00
WT's portion		\$21,100.00			\$21,650.00	\$550.00
EG's portion		\$21,100.00			\$21,650.00	\$550.00



**ALBERT FEDERICO CONSULTING, LLC**  
*Traffic Engineering and Mobility Solutions*

## **MEMORANDUM**

*December 12, 2023*

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**To:** Jon Althsul, Township Manager  
Westtown Township

**From:** Albert Federico, P.E., PTOE, Township Traffic Engineer

**Subject:** Consultant Recommendation  
Street Road and Shady Grove Way - Traffic Signal Improvements

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Westtown Township has received a grant from the PennDOT Green Light-Go program for the reconstruction of the traffic signal at Street Road (PA 926) and Shady Grove Way (TR 740). Consistent with PennDOT Publication 740 (Local Project Delivery Manual), the Township has undertaken a Qualification based process to select a consultant for the design and permitting of the improvements.

On November 9, 2023, the Township requested Qualification Statements from three Traffic Engineering firms with extensive experience working the local PennDOT Traffic Signals staff. The statements were received on December 1, 2023, and reviewed based on the qualifications of the proposed staff, location of the office responsible for managing the project, references, and potential conflicts of interest.

*Based on this review it is recommended that the Township consider selecting Pennoni for the Street Road and Shady Grove Way Traffic Signal Improvements. This recommendation is based on several factors, including the proximity of the Project Manager's office, the Project Manager's experience working on behalf of municipal governments and the lack of potential conflicts of interest. The submitting consultants and rankings are as follow:*

1. Pennoni
2. McCormick Taylor
3. Traffic Planning and Design

Following Board approval, the selected Consultant will be contacted to submit a technical and price proposal for the purpose of negotiating an agreement.

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.



December 1, 2023

WESTT23002P

**Westtown Township**

**Attn:** Jon Altshul, Township Manager  
1039 Wilmington Pike  
West Chester, PA 19382

**RE: Statement of Interest  
Traffic Signal Modernization - Street Road (SR 926) and Shady Grove Way (TR 470)**

**Dear Jon:**

Pennoni is excited for the opportunity to continue our partnership with Westtown Township through professional transportation engineering services for the above referenced project. The basis of our work will be to prepare updated traffic signal permit plans, construction plans, and specifications to implement new, modernized traffic signal control equipment at the referenced intersection in accordance with the latest Pennsylvania Department of Transportation (PennDOT) design standards.

Pennoni has been preparing traffic signal permit and construction plans for PennDOT District 6-0 for over 40 years and we have extensive recent experience with the Green-Light-Go (GLG) program requirements. Our staff is familiar with PennDOT's design requirements and processes, and we currently serve PennDOT via Traffic Signal and Safety Open-End Agreement. Pennoni has consistently received 'exceeds expectations' ratings on our traffic related work for PennDOT.

As our proposed project manager for this effort, I bring experience in completing numerous traffic signal and intelligent transportation system (ITS) projects within the region and serve as the appointed traffic engineer in several local municipalities, requiring an understanding of the dynamics involved with similar grant-related public improvement projects. Assisting on the project will be an accomplished staff of experienced professionals including **AJ Joshi, PE, PTOE**, and **Max Long, PE, PTOE**, both of whom have been involved in several similar traffic signal modernization projects. Additional resources from our Transportation divisions in our Philadelphia and King of Prussia offices are also available to assist the Pennoni Team with the timely completion of this project.

**ANTICIPATED SCOPE OF WORK**

We anticipate that the newly modernized intersection will include but not be limited to:

- New traffic signal mastarm and pedestal structures with overhead streetlight extensions.
- New underground electrical distribution, including new conduit and junction boxes.
- New vehicular signal heads.
- New video/radar vehicle detection equipment.
- Emergency pre-emption equipment and phasing.
- New post-mounted and structure mounted signage.

Specifically, we anticipate the completion of the following tasks:

**1. Project Management/Administration**

Pennoni will be responsible for the overall coordination of the project and will serve as the primary contact with the PennDOT District 6-0 traffic unit and the PennDOT Central Office representative associated with the Green-Light-Go funding program. We will attend required project meetings, including agency coordination meetings, and design review meetings with the Township and PennDOT personnel. We will prepare agendas and minutes as needed and will prepare handout and/or display materials as appropriate. During the project, we will provide periodic updates regarding project status to the Township, including partial technical submissions as required. For the purposes of this proposal, we anticipate up to four (4) project status/design review meetings.

**2. Base Plan Preparation/Supplemental Survey**

We will utilize existing plans and field verify topographic features to establish the base plan used to physically show the location of required traffic signal equipment. If necessary, we will provide supplemental survey of select locations to provide additional topographic information including spot elevations and contours for the areas surveyed. Based on an initial review of available right-of-way, we expect that no right-of-way or construction easements will be necessary.

**3. Traffic Signal Design Plans**

Traffic Signal Permit Plan:

We will prepare a new Traffic Signal Permit Plan for the project intersection in accordance with Publication 14M, Design Manual Part 3, Publication 148 (Traffic Standards - TC-8800), and Publication 149 (Traffic Signal Design Handbook). The traffic signal plan will be presented at 1" = 25' scale, and will indicate intersection geometry, locations of newly required traffic signal supports and signal equipment (including video detection cameras and required areas of detection), lane configuration and widths, pavement markings and traffic signs, controller phasing, timing, and coordination settings.

Traffic Signal Construction Plan

In addition to the permit plan, we will prepare a detailed construction plan for the project intersection. This plan will indicate necessary construction details required for the installation of the new signal equipment, including new underground conduit and junction boxes. The construction plan will indicate the detailed items to be completed by the contractor, and the tabulation of items and quantities required for the project. We will complete an updated PA one-call to identify any utilities within the intersection.

**4. Maintenance & Protection of Traffic**

For purposes of this proposal, we anticipate that the proposed improvements can be completed under traffic using the appropriate standard traffic-control figures from PennDOT Publication 213. We will also contact local utilities to determine if there are any proposed or pending utility construction projects within the project corridor that may conflict with the construction.

**5. Traffic Signal Maintenance Agreement (PennDOT TE-160 Form)**

We will prepare updated PennDOT TE-160 forms for the project intersection and will coordinate approval and execution with the Township. These forms will be submitted to PennDOT District 6-0 traffic unit for review and approval.



**6. Construction Specifications**

We will assemble construction specifications for both standard PennDOT items and special items as required to complete the project. These specifications will be submitted to the Township and PennDOT District 6-0 for review.

**7. Final Opinion of Probable Construction Cost**

Upon completion of the project plans, we will provide the Township and PennDOT District 6-0 with an updated opinion of probable construction cost for the project. The opinion of probable construction cost will be based on bid prices received by PennDOT and other municipalities on similar traffic signal projects in the Eastern Pennsylvania area. The Opinion of Probable Construction Cost will be provided prior to public project advertisement.

**8. Construction Schedule**

We will prepare a detailed anticipated construction schedule for the proposed project for submission to the Township and PennDOT District 6-0.

**9. Final Bid Documents & Bid Solicitation**

We currently anticipate that this project will be advertised and awarded using the Pennbid system. Upon final approval of the plans, we will prepare and upload final bid documents which include the formal advertisement, plans, specifications, construction items and quantities.

**10. Construction Services/Observation**

Following the award of the contract, Pennoni will be available to assist with technical requirements of the project, construction staging, and maintenance and protection of traffic during construction. During the construction period, Pennoni staff will be conduct periodic visits the site to inspect job progress, materials installed, contractor workmanship and maintenance and protection of traffic within the work area. In addition, we will be available to review shop drawings and source-of-supply submissions as necessary. After construction is complete, we will upload necessary documents, including the updated traffic signal permit plan, into the Traffic Signal Asset Management System (TSAMS).

**SCHEDULE**

We have reviewed the schedule information included in the RFQ and do not anticipate any issues with completing the project by the June 30, 2026 grant deadline. Design and permitting is expected to take six (6) months, and bidding/construction services approximately eight (8) months for a total project schedule of fourteen (14) months.

**REFERENCES**

Amanda Serock, Concord Township – 610-459-8911, ASerock@concordtownship.org  
Samantha Reiner, Chadds Ford Township – 610-388-8800, SReiner@chaddsfordpa.gov  
David Burman, Haverford Township – 610-446-1000, DBurman@havtwp.org

Additional Municipal references can be provided upon request. We also encourage Westtown Township to reach out to Ashwin Patel and Paul Lutz at PennDOT District 6-0 as references.

**GENERAL REQUIREMENTS AND INFORMATION**

We are not aware of any relationships that would create a conflict of interest for Pennoni with respect to this project.

Pennoni Associates is a registered business partner in good standing with PennDOT through ECMS, and our current qualification package is on file with the Department.

Thank you for the opportunity to provide this Statement of Interest. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to call.

Sincerely,

**PENNONI**



Michael W. Schneider, PE  
Associate Vice President



Nathan M. Cline, PE  
Office Director

# Michael W. Schneider, PE

## Municipal Engineering

### EDUCATION

BS, Civil Engineering; The Pennsylvania State University (2001)

### PROFESSIONAL REGISTRATIONS

Professional Engineer: PA (#073259, exp. 9-30-23)

### TRAINING

Project Manager 1, Pennoni (2015, no exp.)

### PROFESSIONAL AFFILIATIONS

Pennsylvania Society of Professional Engineers (PSPE), Delaware County Chapter; Board of Directors (2013)

Vice Chairman, Bethel Township Board of Supervisors

National Society of Professional Engineers

Institute of Transportation Engineers

International Municipal Signal Association

Institute for Sustainable Infrastructure

### EXPERIENCE SUMMARY

Mr. Schneider serves as a Senior Engineer and Municipal Division Manager for Pennoni's West Chester, PA office. His primary engineering service experience includes municipal engineering, with a focus on traffic and transportation projects. As a Municipal Traffic Engineer, he manages the completion of master transportation planning studies, corridor enhancement projects, traffic signal design, land development reviews, traffic impact study preparation and review, construction inspection, capacity analyses, impact fee reviews, and closed loop signal system design. Knowledge includes PennDOT specifications, Highway Capacity Manual, and the Manual on Uniform Traffic Control Devices. Proficient in various computer software programs including SYNCHRO, SimTraffic, Highway Capacity Software, PC Warrants, Petra, AutoCAD and MicroStation.

### REPRESENTATIVE PROJECTS

#### **Chadds Ford Township, Delaware County, PA – Appointed Township Engineer and Township Traffic Engineer (2016 – Present)**

Performs daily functions as the appointed Township Engineer, including: attendance at planning commission meetings, attendance at board of supervisor meetings, subdivision and land development code reviews, zoning code reviews, capital projects (traffic, stormwater, park and recreation, roadway), responds to resident complaints and queries, traffic engineering, stormwater management reviews, escrow reviews and releases, preparation of grant applications.

#### **Aston Township – Pennell Road Streetscape Project, Aston Township**

Traffic Engineer – Completed grant applications to secure over \$1,000,000 to implement streetscape and traffic signal improvements along Pennell Road (SR 0452). Completed signal, pedestrian improvement, roadway improvement, and street lighting design for an approximate one-mile section of Pennell Road. Coordinate PennDOT approval, developed construction plans and specifications, and prepared bid documents to implement the improvements.

#### **Aston Township, Delaware County, PA – Township Traffic Engineer (2012 - Present)**

Performs traffic engineering services including Traffic Impact Study/land development reviews, traffic signal and multi-way stop warrant analyses, traffic calming policy development and implementation, signing and pavement marking review and design, traffic signal system design, and coordination with PennDOT on the Township's behalf. Duties also included assistance with Capital Project Identification and Planning, including preparing applications and plans for transportation grants and state/federal funding. Mr. Schneider also coordinates PennDOT approval for capital projects and manages the development of construction plans, quantity tabulation sheets, and specifications for project bidding.

#### **Haverford Township, Delaware County, PA – Township Traffic Engineer (2006 - Present)**

Performs traffic engineering services including Traffic Impact Study reviews, traffic signal and multi-way stop warrant analyses, traffic calming policy development and implementation, signing and pavement marking review and design, traffic signal system design, and coordination with PennDOT on the Township's behalf. Mr. Schneider also coordinates PennDOT approval for capital projects and manages the development of construction plans, quantity tabulation sheets, and specifications for project bidding.





December 1, 2023

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

**RE: Request for Qualifications for Traffic Signal Improvements  
Street Road (PA 926) and Shady Grove Way (TR 470) in Westtown Township**  
McCormick Taylor, Inc. - Federal Identification No. 23-168-3759

Dear Mr. Altshul:

**McCormick Taylor, Inc.** is pleased to present our proposal to Westtown Township to provide traffic signal design and support services. We welcome the opportunity to help you modernize the design that currently includes span wires by installing mast arms/pedestals at this intersection.

Established in 1946, McCormick Taylor is a full-service consulting firm providing services to municipalities throughout the greater Philadelphia area including engineering, planning, and environmental services. We take immense pride in our long-term established relationships with numerous municipalities who value McCormick Taylor's responsiveness and professionalism, as well as our commitment to working primarily in the public sector.

The following highlights McCormick Taylor's qualifications to provide the requested design services:

1. We previously served as Township Engineer and Township Traffic Engineer in Westtown. In addition, we successfully designed and oversaw signal upgrades that involved converting span wires to mast arms at the intersection of PA 3 and PA 352 completed in 2020. It was also funded by a Green Light-Go grant and involved a similar scope of services listed in the current RFQ.
2. Our staff for this project have extensive signal design experience in PennDOT District 6. We are very familiar with PennDOT staff and applicable design requirements/preferences.
3. McCormick Taylor provides the personalized attention of a local engineering firm yet has the resources of a large consultant. Currently, we do not anticipate any subconsultants on this project.

**Andrew Parker, PE, PTOE** will manage this assignment. He has over 22 years of traffic engineering experience at McCormick Taylor. Since 2015, he has provided traffic engineering design and review services to Westtown Township and District 6, along with numerous municipal clients in southeast PA.

Our team of highly qualified professionals is eager to design improvements at this signal to benefit the residents of Westtown. Should you have any questions or require additional information, contact Mr. Parker by phone at 484.873.2408 or by email at [AJParker@mccormicktaylor.com](mailto:AJParker@mccormicktaylor.com). Thank you for your time and consideration.

Sincerely,

McCORMICK TAYLOR, INC.  
Patrick J. Guise, Chief Visionary Officer

### **Review of Scope of Services and Project Approach**

McCormick Taylor has reviewed the Scope of Work as provided in the RFQ and are confident in our ability to provide these services so the improvements can be constructed prior to June 30, 2026, to meet the requirements of the Green Light-Go (GLG) grant. We understand the need to modify the signal by converting from a span wire-based design to one with signal heads and associated signage and other signal equipment mounted on mast arms/pedestals. The project will replace all permitted equipment. With the current span wire design, the location and orientation of signal heads can shift as the span wire is affected by temperature and wind. Span wire is more susceptible to damage from falling trees/branches, which can render the signal inoperable for a period of time and can be costly to repair. Mounting the signal heads on mast arms/pedestals is the appropriate long-term solution to address the concerns. We are aware that pedestrian crossing is prohibited on all approaches of this intersection and that this condition will remain in place.

**Our approach** focuses on our commitment to coordinate with Westtown, PennDOT, and neighboring Thornbury Township as needed to provide all required services for this project. As part of our services we will provide the following:

- Review signal plan (already obtained from TSAMS) and confirm accuracy via field view.
- Obtain information about underground and overhead utilities.
- Submit forms/studies including TE-672, clearance calculations, and TE-160 to PennDOT Signals Section for review and approval.
- Prepare updated signal permit and construction plans, specifications, and estimate, and submit them to PennDOT and Westtown for review. When designing the improvements, we will identify optimal locations for new signal poles, mast arms, pedestals, and other equipment, and will appropriately incorporate all other elements of design including junction boxes, conduit, signal heads, detection (likely changing from loop detection to video), pre-emption devices, signs, and pavement markings. We will consider overhead utilities, trees, and other factors to ensure signal heads are visible to motorists. We will look for and apply cost-effective measures in our design, such as reusing existing signal equipment when possible. The design will be prepared according to current standards including Publication 408 and Township Signal Specifications. Upon receipt of review comments, we will revise plans as needed.
- Consider work zone traffic control to maintain traffic during construction. This may involve recommendations of various PATA scenarios, project-specific temporary traffic control plans, and/or temporary signal design.
- Participate in meetings including a kick-off, pole spot, interim coordination, and close-out meetings.
- Provide final project files in electronic format to PennDOT and Westtown including as-built drawings and other materials as needed for TSAMS.
- Prepare bid documents and assist Westtown with advertisement of project. We will also respond to contractor questions as needed, review the bids, and prepare recommendation of award and notice of award documents.
- Coordinate with Westtown on the review of contractor shop drawings and pay requests, and provide other consultation services during construction.

### **Preliminary Project Schedule**

- Selection: 12/18/23
- Notice to Proceed: January 2024
- Kick-Off Meeting & Field View: February 2024
- Preparation of Design Plans and Submission to PennDOT: March/April 2024
- PennDOT Review and McCormick Taylor Revisions: May/June 2024
- Finalization/Approval of Plans and Associated Documents: July 2024
- Advertisement of Project: August/September 2024
- Selection of Contractor and Lead Time for Signal Equipment Delivery: Fall 2024
- Construction: Winter/Spring 2025 (completion of construction prior to 6/30/26)

### **Firm Experience and Qualifications**

McCormick Taylor is a full-service consulting firm providing services to engineering, planning, and environmental services to municipalities throughout southeast PA. We have extensive signal design and review experience in PennDOT District 6, and work closely with their staff on a daily basis. We are keenly familiar with the design standards, procedures, and preferences of PennDOT and Westtown that will enable us to successfully and efficiently complete this project. Our firm's primary office is in Philadelphia located at 1818 Market Street on the 16th Floor, and the office that will be responsible for completing this project is in Exton located at 600 Eagleview Boulevard on the 2nd Floor (13 miles from Westtown). We have worked with District 6 on a wide variety of design projects and for the past 15 years we have been the primary consultant for their Highway Occupancy Permit reviews, involving extensive coordination with the Traffic Services Division and Signals Section.

In Westtown, McCormick Taylor previously served as Township Traffic Engineer and we also successfully designed and oversaw signal upgrades at the intersection of PA 3 & PA 352. That project had a similar scope as the Street Road and Shady Grove Way project, including the conversion from span wires to mast arms and it was also funded by a GLG grant.

This project will be managed by Andrew Parker, PE, PTOE and the primary project design engineer will be Nicholas D'Angelo, PE, PTOE. Both engineers have many years of experience with signal design projects for PennDOT and municipal clients within District 6. Mr. Parker and Mr. D'Angelo worked closely with Westtown Township on the PA 3 & PA 352 signal upgrade project that McCormick Taylor designed less than five years ago. Their resumes are included.

### **References**

#### **Middletown Township, Delaware County**

John McMullan, Township Manager  
Phone: 610.565.2700  
Email: [jmcmullan@middletowndelcopa.gov](mailto:jmcmullan@middletowndelcopa.gov)

#### **West Goshen Township, Chester County**

Christopher Bashore, Township Manager  
Phone: 610.696.5266  
Email: [cbashore@westgoshen.org](mailto:cbashore@westgoshen.org)

#### **PennDOT District 6-0 Traffic Services**

Paul Lutz, Sr Manager of Transportation  
Phone: 610.205.6565  
Email: [plutz@pa.gov](mailto:plutz@pa.gov)

### **Conflict of Interest Statement**

McCormick Taylor has no material financial relationship that would create a conflict of interest on this assignment.





## ANDREW PARKER, PE, PTOE

### PROJECT MANAGER

Mr. Andrew (Andy) Parker is a leader within McCormick Taylor's Traffic Department, where he holds many responsibilities and has successfully completed a variety of projects over the past 22 years. Since 2015, he has served as McCormick Taylor's Lead Traffic Engineer for numerous municipal clients in southeastern Pennsylvania. He provides traffic engineering services, such as studies and analyses, reviews of subdivision and land development plans, traffic impact studies, Highway Occupancy Permit (HOP) applications, and has participated in many planning commission and council meetings. His additional services include preparing transportation management plans and point of access studies, developing and managing traffic data collection efforts, designing signal plans and signing and striping plans, analyzing crash data, and writing other reports, such as corridor assessment studies, and concept development studies.

### EDUCATION

M.S., Civil Engineering, Purdue University, 2001  
B.S., Civil Engineering, University of Delaware, 1999

### PROFESSIONAL REGISTRATIONS

- Professional Engineer: PA, #PE071797; DE; NJ; VA
- Professional Traffic Operations Engineer: #2060

### EXPERIENCE

**Traffic Signal Design and Support Services, PA 3 & PA 352, Westtown Township, Chester County, PA:** Project Manager responsible for leading the effort to address safety and operational concerns at a major signalized intersection that had an outdated design including 11 signal heads on a single span wire by designing and overseeing the installation of mast arms along with related improvements. Mr. Parker and his team coordinated extensively with Westtown and PennDOT to come up with an improvement plan that accounted for design constraints including limited right-of-way and an underground pipeline. He prepared an updated signal plan, coordinated revisions with PennDOT and obtained approval for the modified signal permit plan. He assisted Westtown with preparing a bid package and selection of the contractor. During construction, Mr. Parker provided construction consultation and administrative services. The project was funded in part by a Green Light-Go grant, which required assistance to the Township with grant administrative functions.

**Municipal Traffic Engineering Services, Numerous Municipalities in Southeastern PA:** Mr. Parker has been the Lead Traffic Engineer for a variety of municipalities in Southeastern Pennsylvania. The municipalities have included Middletown Township and Media Borough in Delaware County and Westtown, Tredyffrin, West Brandywine, Pocopson, East Bradford, and West Goshen Townships in Chester County. His responsibilities have included reviewing HOP plans and subdivision and land development plans; reviewing traffic studies and signal designs; conducting traffic and safety studies; developing intersection improvement concepts, reports, and designs; and providing general traffic engineering services. This role includes citizen interaction and testimony at planning commission meetings, council meetings, conditional use hearings, and other public meetings.

**Highway Occupancy Permit (HOP) Reviews, PennDOT District 6, Districtwide, PA:** Mr. Parker is the Project Manager responsible for reviewing applications for new and/or modified access connections to state highway Highway Occupancy Permit (HOP) applications for District 6 in the Philadelphia region. Mr. Parker's responsibilities include leading the consultant team, managing the HOP review staff including five subconsultants, overseeing technical reviews of roadway/access design plans and related documents, transportation impact studies (TIS), transportation impact assessments (TIA), and scoping applications, assessing potential mitigation measures, preparing comment letters, participating in project meetings, and engaging in internal and external coordination needed to address all elements of our reviews while meeting strict department deadlines.

**West Chester University Traffic and Parking Engineering Services, WCU Department of Facilities Design and Construction, West Chester, PA:** Mr. Parker was the Project Manager responsible for leading traffic engineering tasks supporting various University projects. Mr. Parker also participated in several planning commission, Borough Council, and other agency coordination meetings on behalf of the University. The projects included a TIA and traffic signal design for The Commons; a Master Parking Plan; Circulation and Safety Study; improvement alternatives analysis for High Street and Rosedale Avenue, and a feasibility study for the High Street Pedestrian Crossing.





# NICHOLAS D'ANGELO, PE, PTOE

## PROJECT ENGINEER

Mr. Nicholas (Nick) D'Angelo has over 17 years of extensive traffic engineering experience including signal design, signing and pavement marking plans, data collection programs, safety, and various other traffic studies primarily for District 6. Mr. D'Angelo has experience with signing and pavement marking plans, including bicycle lane design and major guide sign design. He coordinates regularly with the Signals Unit in District 6 through his extensive signal design for various projects and as a Key Signal Plan Reviewer on the HOP Review Contract. Mr. D'Angelo has analyzed and recommended various Adaptive Signal Control systems when designing traffic signals.

### EDUCATION

B.S., Civil Engineering, Drexel University, 2006

### PROFESSIONAL REGISTRATIONS

- Professional Engineering: PA #PE079442; DE
- Professional Traffic Operations Engineer: #3779

### EXPERIENCE

**Traffic Signal Design and Support Services, PA 3 & PA 352, Westtown Township, Chester County, PA:** Mr. D'Angelo was the Project Engineer for the safety and operational improvements at a major signalized intersection including the conversion from span wire to mast arms. Mr. D'Angelo assisted with the extensive coordination with Westtown Township and PennDOT to come up with an improvement plan that accounted for design constraints including limited right-of-way and an underground pipeline. He assisted with the preparation of an updated signal plan, and coordinated revisions with PennDOT to obtain approval for the modified signal permit plan. He also assisted Westtown with the preparation of a bid package and selection of the contractor, and provided construction consultation and administrative services.

**SR 1058 Section HT2, Sumneytown Pike/PA 309 Connector, PennDOT District 6, Montgomery County, PA:** This project is the second part of a three-part project to build a suitable connector road between the Pennsylvania Turnpike Northeast Extension and PA Route 309 located near Lansdale. Section HT2 extends the two-lane roadway constructed in Section HAT for approximately three miles, including approximately 1.5 miles on a new alignment through two townships. He serves as the Lead Traffic Engineer and was responsible for the traffic control, signing and pavement marking, and traffic signal plans. There were four existing and five new traffic signals incorporated into a new signal system. Mr. D'Angelo helped develop a life-cycle analysis that evaluated ATSPM, adaptive control, and closed-loop systems which were used to aid in the selection of the signal system control technology.

**PennDOT Green Light-Go, PennDOT District 6, PA:** Mr. D'Angelo served as the Project Engineer for this municipal signal partnership program, which was designed to improve safety and mobility by reducing congestion and improving the efficiency of existing traffic signals on state and local highways. He coordinated with various municipalities to complete the signal plan design and to help guide them through the PennDOT process. He was also responsible for the preparation of project specifications and the preparation of the overall PS&E package.

**Five Points Intersection Improvement Project Final Design, PennDOT District 6, Montgomery County, PA:** The project involved modifications to the "Five Points" intersection of SR 2202, SR 0309, and SR 0463. Improvements to the intersection include replacing and upgrading the traffic signals, widening to accommodate additional through lanes on several legs, realigning driveways to accommodate the widening, and improving pavement markings and signing. Mr. D'Angelo served as the Lead Traffic Engineer responsible for designing the traffic control plans, temporary signals associated with the four phases of construction involved at the intersection, and the permanent signal design. The permanent signal has an InSync adaptive control system with video detection on all approaches. The signal was designed using monopipe-style traffic signal supports due to the extreme width of the intersection.

**Highway Occupancy Permit (HOP) Reviews, PennDOT District 6, Districtwide, PA:** Mr. D'Angelo reviews signal design portions of applications for new and/or modified access connections to state highways HOP applications for the PennDOT District 6 Traffic Services Division in the Philadelphia region. His responsibilities include providing written comments and plan redlines to applicants and attending meetings between PennDOT, applicants, design consultants, various municipalities, and others throughout the review and approval process. Mr. D'Angelo has reviewed the signals in over 75 HOPs.







TRAFFIC PLANNING AND DESIGN, INC.

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

**November 29, 2023**

Mr. Jonathan Altshul, Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

**RE: SOI – Professional Engineering Services and Construction Consultation**  
Traffic Signal Modernization for State Road (SR 0926) & Shady Grove Way  
*Westtown Township, Chester County, PA*

Dear Mr. Altshul:

On behalf of Traffic Planning and Design, Inc. (TPD), please find within, the Statement of Interest (SOI) and resumes for the above referenced project Request for Qualifications (RFQ). We appreciate the invitation to provide you with TPD's qualifications and statement of interest for projects such as this one. For this project, TPD is not anticipating having to utilize any sub-consultants.

I will be the Project Manager for this project and will bring my PennDOT traffic signal experience, especially with District 6-0, to the project. With 28+ years of industry experience and the design and successful construction completion of many traffic signal projects, both isolated intersections such as the one on this project, to larger corridor wide traffic signal systems, I am confident that this project will be completed in a successful manner and provide the outcome that the Township is seeking. My experience working with municipalities on Green Light Go (GLG) funded project is perfectly suited for this project and I/TPD look forward to your response and would like the opportunity to work with you on this project.

As noted in recent correspondences to the Township, TPD is working for the Westtown School, who own property on the northwest quadrant of the intersection. Westtown School and TPD do not consider working on this GLG project as a conflict as no work is proposed by Westtown School nor do we anticipate this project having an adverse impact on the School.

Sincerely,

**Vince DeFlavia, P.E.**  
*Regional Leader – Traffic/ITS*

## Statement of Interest | *Traffic Signal Design for Street Road (SR 0926) and Shady Grove Way, Westtown Township, Chester County*

Traffic Planning and Design, Inc. (TPD), is pleased to offer our services for the above-referenced agreement. TPD (BP# 000094) is a registered PennDOT Business Partner, licensed to perform engineering services in Pennsylvania. Please consider the following points, demonstrating our qualifications and experience, to successfully complete this project for the Township:

### Project Understanding

We understand this project includes the final design, traffic signal permitting, bidding support, and construction consultation to replace the existing span wire with mast arms at Street Road (SR 0926) and Shady Grove Way. Based on the application submitted for this grant, all traffic related equipment will be replaced. If, upon field view and discussions with PennDOT and the Township, that any equipment, such as the vehicle detection equipment, can be re-used, we will account for that in the design. It is understood that the pedestrian ban for all crosswalks will remain in place and no ADA and Pedestrian signal accommodations will be required.

There will be no traffic signal retiming or changes to the existing coordinated traffic signal system proposed and thus no traffic counts collected as part of this project.

TPD will coordinate with PennDOT to obtain the current traffic signal permit and/or construction plans for the intersection. As noted in the RFQ, the 2001 permit plan and CAD file for this intersection are maintained in PennDOT's TSAMS system. Thus, the CAD file will be utilized as the basis for design. No topographic survey will be required however field view will verify the accuracy of the existing permit and CAD file.

### Project Approach / Scope of Services

TPD will perform the following tasks for this project:

- » Conduct a field site visit to confirm that the information displayed on the PennDOT traffic signal permit plan is accurate, and to preliminarily locate proposed traffic signal equipment (mast arms, pedestrian poles, luminaires, etc.).
- » Obtain underground utility information via a PA One ticket.
- » Provide TE-160 form to the Township to sign and return.
- » Complete the PennDOT Pedestrian Accommodation at Intersections Checklist (Form TE-672) to document the need for pedestrian accommodations at the intersection (Note: this will be required if any of the crossings remain prohibited to pedestrians as is the case here).
- » Prepare a traffic signal design package containing calculations and background information for submission to PennDOT along with the traffic construction and permit plan. TPD assumes use of standard mast arms lengths, per PennDOT Publication 148.
- » Preparation of a detailed traffic signal construction cost estimate and any required special provisions that may be necessary.
- » TPD will submit Signal Plans and Signal Design Study, including TE-672, through PennDOT's TSP online system.
- » Upon review and approval from PennDOT and the Township, prepare a traffic signal permit plan for signature by the Township and submission to PennDOT.
- » Concurrent with the design, coordinate with the Township to develop a bid package and prepare the bid documents in accordance with industry standards and any special

Township requirements, including plans, any special provisions, contractor bid form, project schedule, Terms and Conditions, and then advertise the project.

- » Prepare to attend up to five (5) meetings with PennDOT and Township staff, including, but not limited to, pre-proposal, kick-off, pole spot, and final inspection.
- » Provide consultation, relevant site inspections, address any RFI's and CO's requests.
- » Prepare an as-built traffic signal permit plan after final inspection approval by PennDOT.

### Personnel

For this project, TPD's **Project Manager** will be **Vince DeFlavia, PE**, offering 28+ years of Traffic Engineering experience, largely in District 6-0. He is very familiar with the expectations PennDOT has regarding quality, communication, cooperation and responsiveness on these types of projects. He will work to ensure that coordination between the TPD and Township is seamless and project information is disseminated in a timely and effective manner and will see to it that all assigned staff are attentive to these expectations.

The project will be completed primarily from our Pottstown, PA office and supported when needed with personnel from our West Chester, PA office.

### Similar Experience and References

**Design Understanding** – The TPD Team has a broad experience from isolated intersections and small corridors to urban core signal projects in the Boroughs of Pottstown (66 intersections with multiple at-grade rail crossings) and Chambersburg (68 intersections with over 14 miles of fiber optic cable) to deliver any size assignment.

**Expedited Project Delivery** – TPD will continually seek ways to expedite project delivery. TPD will also facilitate QA/QC efforts with constructability and peer reviews between team members, ensuring a unified work project that has been reviewed by all team members.

**Constructability/Inspection** – TPD has IMSA trained signal technicians and signal inspectors with field experience working in cabinets, troubleshooting intersections, and diagnosing operations. Having a knowledgeable staff with traffic signal controller experience will help with the construction and inspection phase.

The TPD team will provide the Township with a depth of experience and technical resources, combined with the local knowledge and best practices experience to deliver on this Township project. The team's relevant traffic signal experience within PennDOT includes:

- » **PennDOT Central Office Green Light-Go Technical Support Agreement (E5049), Statewide** – TPD is currently the prime consultant assisting PennDOT Central Office's TSMO Unit, to develop policy, assist personnel, and administer funding that will aid municipalities upgrade, replace, and advance traffic signal intersections and systems across the eastern portion of the state. Currently, The TPD Team has been assigned eighteen (18) Work Orders (WO), including 5 in PennDOT District 6-0 thus far to assist municipalities prepare traffic signal design packages based on funding received via the GLG program.
- » **PennDOT District 6-0 Traffic Signal & Safety Support Services (E4417)** - Under this current multi-year open-end agreement, TPD is assisting PennDOT with various traffic engineering assignments. The region of focus is PennDOT District 6-0, which includes the Delaware Valley counties of Chester, Montgomery, Philadelphia, Bucks and Delaware. Under this agreement, the assignments included:

- Assisting area municipalities with the preparation of traffic signal permit plans and providing construction assistance on behalf of PennDOT.
- Safety reviews and safety studies for high crash locations including identifying potential safety improvement projects based on highway safety manual methods.

**Anticipated Project Schedule:**

Assuming no required right-of-way, or utility relocations will be required, an approved Highway Occupancy Permit and Traffic Signal Permit will be required.

- » 1/15/24: Contract Executed and Project Kickoff Meeting
- » 2/12/24: Signal package submitted to PennDOT and Township (submission #1).
- » 4/1/24: Comments Addressed, signal plan signed by Township and re-submitted.
- » 4/29/24: Signal plan signed and approved by PennDOT
- » 6/3/24: Project placed out for bidding.
- » 8/5/24: Contract awarded and Contract Agreement finalized with Contractor.
- » 8/19/24 Pole spot meeting occurred and poles ordered.
- » 9/9/24: Construction started.
- » 3/1/25: Construction completed (lead-time on pole delivery & weather dependent).

**Conflict of Interest Statements:**

- » The Team has reviewed Publication 93 (11-21) Section 1.5 – Engineering Involvement Restrictions and determined that there are no potential conflicts of interest for anyone on this Agreement Team.
- » We have also reviewed the State Adverse Interest Statute and determined that there is no adverse interest for anyone on this Agreement Team.
- » We have reviewed 2 CFR 200.112, 23 CFR 1.33 and 23 CFR 172 and determined that there is no conflict of interest for anyone on this Agreement Team.

**Consultant's Position Regarding Content:**

Portions of this Statement of Interest (SOI) contain information that is deemed proprietary. It is requested that the Township first contact TPD to determine what information may be shared in compliance with any Right-To-Know Law request.

**References:**

<p>Daniel Kerr, Manager Limerick Township 646 West Ridge Pike Limerick PA 19468 Phone: (610) 495-6432 <a href="mailto:dkerr@limerickpa.org">dkerr@limerickpa.org</a></p>	<p>Kim Moretti, Manager East Pikeland Township 1158 Rapps Dam Road Phoenixville, PA 19460 (610) 933-1770 <a href="mailto:manager@eastpikeland.org">manager@eastpikeland.org</a></p>	<p>Chris Heleniak, Manager Charlestown Township 11 General Warren Blvd Ste. 1 Malvern, PA 19355 (610) 240-0326 <a href="mailto:c.heleniak@charlestown.pa.us">c.heleniak@charlestown.pa.us</a></p>
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## Section

**E****RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person)*

12. NAME <b>Vince DeFlavia, PE, IMSA III</b>		13. ROLE IN THIS CONTRACT Regional Leader – Traffic Engineering & ITS		14. YEARS EXPERIENCE	
				a. TOTAL 28	b. WITH CURRENT FIRM 15
15. FIRM NAME AND LOCATION <i>(City and State)</i> TPD / Pottstown, PA					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> M.C.E. / 2005 / Transportation Engineering, Villanova University B.S.C.E. / 1995 / Civil Engineering, Villanova University			17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer (PA, NJ) - PA # PE-055731 NJ # 24GE04730100 IMSA Work Zone Safety Specialist IMSA Associate Traffic Signal Technician Level I & III		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Engineers Club of Philadelphia, President Elect; Mid-Atlantic Section of the Institute of Transportation Engineers (MASITE), Past President; Mid-Colonial District of the Institute of Transportation Engineers, Past President; American Society of Highway Engineers, Member					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>PennDOT Green Light Go (GLG) Technical Services Support (E05049), Statewide, PA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> N/A	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. DeFlavia serves as the Project Manager on five (5) Work Orders (WO) for municipalities that received a GLG grant. Scope ranging from traffic signal modernization design, traffic signal upgrade design, traffic signal re-timing, corridor communications design, traffic data collection and analyses, and the compilation of Plans, Specifications, and Estimates (PS&E) for bidding purposes. Cost: ~\$300k		<input checked="" type="checkbox"/> Check if project performed with current firm		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>PennDOT District 6-0 Traffic Signal and Safety Study Support (E04417), Bucks County, PA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i> N/A	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as PM Manager on a Work Order (WO) assignment located in Penndel Borough, Bucks County. Preliminary Design Plans were developed including Design Criteria Report, Safety Study, CE Scoping Field View, Public Outreach particularly with SEPTA, and preliminary ROW and Easement exhibits. Cost: ~\$250k		<input checked="" type="checkbox"/> Check if project performed with current firm		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>City of Reading Traffic Signal Maintenance and Operation Agreement, City of Reading, PA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024 (Anticipated)	CONSTRUCTION <i>(If applicable)</i> N/A	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. DeFlavia serves as the PM Manager on the overall agreement to prepare a Preventive Maintenance Plan for the approximately 151 traffic signals citywide. Additionally, a focus on 51 traffic signals in the Central Business District (CBD) to address traffic signal re-timing and communication to the traffic signal systems.		<input checked="" type="checkbox"/> Check if project performed with current firm		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>PennDOT District 5-0 SR 422 Signal Corridor Design Project (E05387), Amity and Exeter Townships, Berks County, PA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2025 (Anticipated)	CONSTRUCTION <i>(If applicable)</i> 2026 (Anticipated)	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serves as the overall PM Manager the thirteen (13) signalized intersection corridor improvement project. Safety, communication, and operational upgrades are anticipated to accompany the design improvements for the corridor.		<input checked="" type="checkbox"/> Check if project performed with current firm		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>PennDOT District 6-0 ATMS of I-76 (E03919) Philadelphia County, PA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2025 (Anticipated)	CONSTRUCTION <i>(If applicable)</i> 2026 (Anticipated)	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serves as PM Manager on two (2) alternate traffic signal corridors design project within Philadelphia County. Prepare design package for both Lincoln Drive and Ridge Avenue corridors to serve as alternate corridors options for any need of an I-76 diversion.		<input checked="" type="checkbox"/> Check if project performed with current firm		

## Section

E

## RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)



12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Wayne Droesser, PE, IMSA II		Senior Project Manager		a. TOTAL	b. WITH CURRENT FIRM
				27	27
15. FIRM NAME AND LOCATION (City and State) TPD / West Chester, PA					
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. / 1995 / Materials Science Engineering, University of Pennsylvania			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer (Civil Engineering) - PA, NY, DE PA # PE-060685 IMSA Certified Traffic Signal Field Technician Level II Traffic Signal Inspector		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Pennsylvania Society of Professional Engineers, Delaware County, Past President; Institute of Transportation Engineers – MASITE; International Municipal Signals Association – New Jersey Section					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Pottstown Area Closed Loop Traffic Signal System Pottstown, Montgomery County, PA		PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) 2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager responsible for preliminary and final design of traffic signal upgrades and an Ethernet communications system connecting 67 intersections within the Borough of Pottstown and three adjacent municipalities and tying them into PennDOT's Traffic Operations Center (TOC). Cost: \$10.9 Million				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Pottstown Closed Loop Signal & Hanover St Rd Diet Bicycle Lanes, Pottstown Borough, Montgomery County, PA		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for the 48-signal closed loop system including ADA and pedestrian improvement recommendations. The project includes a road diet element along Hanover Street to balance the needs of thru traffic, parking, pedestrian and bicycle needs. Recommendations include a bicycle lane that will help connect the Schuylkill River Trail, local community college and the town center in Pottstown. This complex project involves frequent project advisory committee meetings and multi-agency coordination between several municipalities, two counties and the Montgomery County Association for the Blind.				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	GLG-2019-23107-2013&2015, Pedestrian and Detection Improvements, Delaware County, PA (District 6-0)		PROFESSIONAL SERVICES 2000	CONSTRUCTION (If applicable) 2008	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for the design of this project involving the full modernization of all existing traffic signal equipment and installation of new ADA curb ramps at 2 intersections and vehicle detection upgrades at an additional 2 intersections.				
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	SR 4031, Section PSS Pottstown Area Closed Loop Traffic Signal System Project, Borough of Pottstown, Montgomery County, PA		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Manager for this local lead project which is developing an Ethernet based signal system for 65 intersections with the Borough of Pottstown, North Coventry Township, Lower Pottsgrove Township, Limerick Township, Upper Pottsgrove Township, West Pottsgrove Township. This project includes complete upgrades, emergency vehicle and at-grade rail preemption, as well as development of an Ethernet communications system to communicate with the PennDOT District 6-0 Traffic Management Unit and development of emergency timing operation plans for parallel road closure events on SR 0422.				

## Jonathan Altshul

---

**From:** Natalia Dzietyczyk <natalia.dzietyczyk@dawood.net>  
**Sent:** Wednesday, December 6, 2023 4:32 PM  
**To:** Jonathan Altshul; Judy Lizza  
**Cc:** Lori Ware; Velaga, Narayana; Gumas, George C; Mehra, Nidhi; Ferrell, Annmarie; Chin, Thomas  
**Subject:** RE: ADA Design Project - Ped Study Concurrence - Westtown and Thornbury Twps (Chester Co)  
**Attachments:** SR 0926 (1) Street Road-Westtown-Thornbury Twps-Updated 12-6-23.PNG; TE-672 Ped Study SR 0926 (1) Street Road-Westtown-Thornbury Twps.pdf; TE-672 Ped Study SR 0926 (1) Street Road-Westtown-Thornbury Twps-Updated 12-6-23.pdf

Good Afternoon Jon and Judy:

I hope this email finds you both well. I am following up in regard to the ADA Design Development Project we are working on with PennDOT. To reiterate, we are proposing pedestrian improvements along Street Road (State Route 0926) including banning pedestrian crossing at the intersection of Street Road & Cheyney Road that is located in both of your Townships.

Since the last time we spoke, we have coordinated with PennDOT's ADA Unit and they have no objections to the initial proposal to remove the pedestrian push buttons and pedestrian signal heads at the following intersections, pending both of your considerations. Can you please review the following locations and determine if you believe the push buttons should remain or can be removed? If the push buttons are to be removed, the associated pedestrian signal heads would be removed, signal permit plans would be updated and No Pedestrian crossing (R9-3) signs would be installed. If the push buttons are to remain, there would be additional consideration on proposing ADA ramps/landing pads to access the existing push buttons.

1. Street Road & Westtown-Thornton Road/Shiloh Road  
[Street Rd & Shiloh Rd - Google Maps](#)
2. Street Road & Westtown Road  
[Street Rd & Westtown Rd - Google Maps](#)

With the above information, this expands our improvements to three intersections along Street Road and we have updated the ped study and corridor screenshot that incorporates these changes. Please review the updated ped study attached in this email at your convenience as we continue to seek concurrence from both townships.

Please note that we are coordinating with PennDOT's Traffic Signal Unit for their concurrence as well. If additional coordination or information is required, please reach out and we can schedule a meeting.

Sincerely,

**Natalia Dzietyczyk, EIT**  
Transportation Designer I  
Dawood Engineering, Inc.  
[natalia.dzietyczyk@dawood.net](mailto:natalia.dzietyczyk@dawood.net)  
office: 855.432.9663 ext1504

**From:** Natalia Dzietyczyk  
**Sent:** Wednesday, November 1, 2023 1:32 PM  
**To:** Jonathan Altshul <jaltshul@westtown.org>  
**Cc:** Lori Ware <Lori.Ware@~~da~~>; Mark Gross <mgross@~~west~~>  
**Subject:** RE: ADA Design Project - Ped Study Concurrence - Westtown Township

Good Afternoon Jon:

Thank you for your response. Yes, we will need concurrence from Westtown Township as well since the intersection is on the border of both municipalities.

To reiterate, in this project, we have identified one intersection in your Township where we are proposing to ban pedestrian crossings. This intersection triggers pedestrian crossings from the sidewalk projections across the state route. We are requesting your concurrence on banning the pedestrian crossings using pedestrian studies (TE-672 forms) of Street Road (State Route 0926) at the intersection with Cheyney Road. The attached pedestrian study will provide justifications for these restrictions. Please note, No Pedestrian crossing signs will be installed within the state ROW for the banned crossings under this project. The concurrence can be as simple as replying to this email stating yes, you agree.

Attached is the ped study for your review and a screenshot of the corridor with the intersection for your reference.

Also, please note I have CC'ed Mark Gross since I originally sent my request to him.

Having approval after your December meeting (12/6) will work, thank you. In the meantime, feel free to contact me at this email address (Natalia.dzietyczyk@~~da~~) or over the phone at (855) 432-9663 ext. 1504 with any additional questions or concerns.

Sincerely,

**Natalia Dzietyczyk, EIT**  
Transportation Designer I  
Dawood Engineering, Inc.  
natalia.dzietyczyk@~~da~~  
office: 855.432.9663 ext1504



Prepared by/Return to:

Patrick M. McKenna, Esquire  
Gawthrop Greenwood, PC  
P.O. Box 562  
West Chester, PA 19380

UPI No. 67-2-113

**AMENDED PENNDOT RIGHT-OF-WAY SANITARY SEWER FACILITIES  
OPERATIONS, MAINTENANCE AND ENDOWMENT AGREEMENT**

This **AMENDED SANITARY SEWER FACILITIES OPERATIONS AND MAINTENANCE AGREEMENT** (this “Amended Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between **WESTTOWN TOWNSHIP**, a Township of the Second Class organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania (the “Township”), and **1594 WEST CHESTER REALTY, LP** (the “Owner”), by and through its general partner, **SIR NAFTI REALTY, LLC**.

**BACKGROUND**

**WHEREAS**, Owner is the owner of that certain parcel of real property located within the jurisdictional limits of the Township measuring approximately 2 acres in area, more or less, identified by the Board of Assessment of Chester County as Tax Map Parcel Number 67-2-113 and more fully described by metes and bounds on “**Exhibit A**” attached hereto and incorporated herein by reference (the “Property”); and

**WHEREAS**, Owner intends to extend a sewer lateral from the Property extending under South Chester Road (S.R. 0352) and connecting to the manhole in Whittleby Court, a Township road, and extending through common open space via an easement agreement with The Reserve at Chesterfield Homeowners’ Association (collectively the “Sanitary Sewer Facilities”), as more fully set forth on the Plan prepared by All County and Associates, Inc., dated July 25, 2001, last revised September 27, 2021, attached hereto as “**Exhibit B**” (the “Plan”); and

**WHEREAS**, South Chester Road (S.R. 0352) is owned by the Commonwealth of Pennsylvania and is subject to the jurisdiction of its Department of Transportation (“PennDOT”); and

**WHEREAS**, PennDOT will not approve the construction of the Sanitary Sewer Facilities unless and until the Township becomes a co-applicant for (and co-permittee under) a Highway Occupancy Permit with regard to the Sanitary Sewer Facilities (the “HOP”); and

**WHEREAS**, Owner and Township executed a PennDOT Right-of-Way Sanitary Sewer Facilities Operations, Maintenance and Endowment Agreement dated June 9, 2022, and recorded in the Office of the Chester County Recorder of Deeds on October 20, 2022; and

**WHEREAS**, Owner did not immediately proceed with the sewer lateral extension and the costs to do such work have increased, necessitating this Amended Agreement; and

**WHEREAS**, Owner requested that the Township join with Owner as a co-applicant for (and co-permittee under) the HOP; and

**WHEREAS**, on and subject to the terms, conditions and provisions expressly set forth in this Amended Agreement, the Township is willing to join with Owner as a co-applicant and co-permittee with regard to the HOP, as a foresaid.

**NOW, THEREFORE**, for and in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, Owner and the Township agree as follows:

1. Incorporation of Recitals. The recitals set forth in the Background section of this Amended Agreement are incorporated herein as if set forth below in their entirety.
2. Execution and Delivery of Application. Upon the full execution of this Amended Agreement by Owner and the Township, and the funding of the Maintenance Endowment required by Section 3 below, the Township agrees to execute (or cause to be executed) and deliver to Owner for immediate submission to PennDOT an application to PennDOT for the HOP in form and substance identical to that attached hereto as “**Exhibit C.**”
3. Endowment. Owner shall fund an endowment in the original principal amount of Seventeen Thousand Four Hundred Ninety-One Dollars and 71/100 (\$17,491.71) (together with any and all interest earned thereon, the “Maintenance Endowment”), representing 15% of the cost of the sewer related work within the PennDOT right-of-way shown on “Exhibit D,” for the purpose of allowing the Township to perform work pursuant to Section 7.C of this Amended Agreement.
  - a. Administration of Maintenance Endowment. The Township shall deposit and maintain the Maintenance Endowment in a segregated interest bearing account insured by the Federal Depositors’ Insurance Corporation or its successor and may utilize the Maintenance Endowment for the purpose of performing work pursuant to Section 7.C of this Amended Agreement. Upon Owner’s written request for the same from time to time (but not more frequently than annually), the Township shall certify to Owner the then current amount of the

Maintenance Endowment and whether, at the time, the Township has any right pursuant to this Amended Agreement to draw funds from the Maintenance Endowment.

b. Replenishment of Maintenance Endowment. In the event that the Township shall draw upon the Maintenance Endowment pursuant to, and for the purposes set forth in, this Amended Agreement, the Township shall provide written notice of the amount of such draw to Owner within one (1) Business Day (as hereinafter defined) of the same. The Township shall include with such notice written demand that Owner replenish the Maintenance Endowment within thirty (30) days of Owner's receipt of such notice so that, upon such replenishment, the balance of funds held in the Maintenance Endowment shall be Seventeen Thousand Four Hundred Ninety-One and 71/100 Dollars (\$17,491.71) representing fifteen percent (15%) of the cost of the sewer related work within the PennDOT right-of-way shown on "**Exhibit D.**" In furtherance, and not in limitation, of the foregoing, if in the exercise of his or her reasonable professional judgment the Township Engineer should determine at the time of the Township's written demand that Owner replenish the Maintenance Endowment pursuant to this Section 3.B of this Amended Agreement that the amount of the Maintenance Endowment shall be increased as a result of then-current costs of materials, labor or supplies, such determination shall be included in Township's written notice to Owner and Owners shall replenish the Maintenance Endowment at the amount as so determined by the Township Engineer. Notwithstanding, the immediately preceding sentence, Owner shall have the right to challenge the Township Engineer's determination with regard to any increase in the amount of the Maintenance Endowment in the manner set forth at Section 510(g) of the MPC, 53 P.S. §10510(g).

4. Timing of Establishment of Maintenance Endowment. Owner may fund the Maintenance Endowment upon issuance by PennDOT of the HOP but, in any event, shall fund the Maintenance Endowment not later than the time when Owner pays to Township the PennDOT Right-of-Way Sanitary Sewer Facilities Inspection Fees. If Owner shall not have funded the Maintenance Endowment by the time that Owner shall post financial security with regard to the Approved Development pursuant to Section 509 of the MPC, 53 P.S. §10509, Owner shall include in such financial security the amount of the Maintenance Endowment and Township shall release the same from such financial security pursuant to Section 509(j) of the MPC, 53 P.S. §10509(j), when Owner actually funds the Maintenance Endowment, as aforesaid.

5. Inspection Fees. To the extent (and only to the extent) that the same are not included in funds otherwise paid by Owner pursuant to applicable law, Owner shall remit to the Township a lump sum payment in the amount of One Hundred Thirty-Four Dollars and 50/100 (\$134.50) (the "Inspection Fees"). In addition, Owner shall remit to the Township a lump sum payment in the amount of Two Thousand Twenty-Nine Dollars and 76/100 (\$2,929.76) as a tap-in fee to connect to the Township's sanitary sewer system.

6. Construction Responsibility; Financial Security for Construction.

a. Obligation. Owner shall construct the Sanitary Sewer Facilities its own expense and without any cost or expense whatsoever to the Township, all in substantial conformity with the Plan and in a good and workmanlike manner and in accordance with applicable law.

b. Financial Security. Pursuant to applicable law, Owner shall post with PennDOT financial security to guaranty Owner's obligation to construct the Sanitary Sewer Facilities, as aforesaid.

i. Requirement for Separate Financial Security. Notwithstanding the foregoing, however, Owner shall also post with the Township separate financial security with regard to the Sanitary Sewer Facilities, such security to be made, maintained and administered under and pursuant to Section 509 of the MPC, 53 P.S. §10509 and Section 149-403 of the Township Code as and if the Sanitary Sewer Facilities were depicted on the Plan and the Utility Plan with regard to the Approved Development that Owner will record (or cause to be recorded) in the Recorder's Office (as hereinafter defined).

ii. Amount of Separate Financial Security. The financial security that Owner will post with the Township pursuant to this Section 6.B. of this Amended Agreement shall be in the amount of One Hundred Sixteen Thousand Six Hundred Eleven and 38/100 Dollars (\$116,611.38) as more fully set forth on "**Exhibit D.**"

7. Maintenance Responsibility. Owner shall maintain the Sanitary Sewer Facilities at Owner's own expense and without any cost of expense whatsoever to the Township (except as expressly set forth to the contrary at Section 8.B. of this Amended Agreement), all in substantial conformity with the Plan and in a good and workmanlike manner and in accordance with applicable law.

a. Inspections. Owner shall cause the Sanitary Sewer Facilities to be inspected not earlier than June 1<sup>st</sup> and not later than June 30<sup>th</sup> in 2024 and each calendar year thereafter. All such inspections shall be performed by a civil engineer licenses as such in the Commonwealth of Pennsylvania who shall prepare a written inspection report in which such civil engineer shall (i) identify the condition of the Sanitary Sewer Facilities as of the time of his or her inspection thereof, (ii) identify any maintenance, repairs and/or modifications that Owner performed with regard to the Sanitary Sewer Facilities during the twelve (12) months period immediately preceding such inspection, (iii) identify any maintenance, repairs and/or modifications then required in order to permit the Sanitary Sewer Facilities to function in accordance with the design thereof and the Plan and the Utility Plan and (iv) other than as to such maintenance, repairs and/or modifications (if any), certify that the Sanitary Sewer Facilities are functioning in accordance with the design thereof and the Plan. If maintenance, repairs and/or modifications for the Sanitary Sewer Facilities are/is recommended, Owner shall complete those within thirty (30) days of the date that PennDOT shall authorize the same and, within two (2) weeks after completion of the maintenance, repairs and/or modifications, the civil engineer who prepared the annual inspection report, as foresaid, shall submit to the Township a follow-up inspection report pursuant to which he or she shall include a description of the maintenance, repairs and/or

modifications performed and a certification that the Sanitary Sewer Facilities are then functioning in accordance with the design thereof and the Plan.

b. Maintenance and Repair. In furtherance, and not in limitation, of Section 7.A of this Amended Agreement, within thirty (30) days of the date that PennDOT shall authorize the same, Owner shall complete any and all maintenance, repairs and/or modifications necessary to correct any failure of the Sanitary Sewer Facilities to function in accordance with the design thereof and the Plan. Immediately after completing such maintenance, repairs and/or modifications Owner shall submit to the Township an inspection report prepared by a civil engineer licensed as such by the Commonwealth of Pennsylvania pursuant to which such civil engineer shall describe the maintenance, repairs and/or modifications performed and a certification that the Sanitary Sewer Facilities are then function in accordance with the design thereof and the Plan.

c. Township Right to Cure. In the event Owner fails to comply with the terms of this Amended Agreement and the Township shall elect to cure the Deficiencies (as hereinafter defined) Township shall send written notice to Owner specifying the areas of noncompliance (“Deficiencies”) and the steps that Owner must take to comply. In the event Owner does not comply with the terms of the notice within thirty (30) days of the date thereof, or diligently pursue compliance in circumstances where compliance is no possible within such thirty (30) days period due to weather conditions, refusal or delay by PennDOT to authorize the same or otherwise, the Township shall have the right, but not the obligation, to complete any maintenance, repairs and/or modifications necessary to correct the Deficiencies and, thereafter:

- i. Collect the cost thereof from Owner by municipal lien against the Property and/or any discrete portion thereof then existing as a separate lot; and/or
- ii. Collect the cost thereof (together with Township’s actual and reasonable engineering, legal and court costs) and Township’s Administrative Overhead (as hereinafter defined) by drawing funds from the Maintenance Endowment; and/or
- iii. Pursue any other remedy allow by law or equity.

When used in this Amended Agreement, the term “Township’s Administrative Overhead” does and shall mean an amount equal to twenty percent (20%) of Township’s actual and reasonable costs of curing the Deficiencies exclusive of Township’s engineering, legal and court costs, as applicable.

d. Prohibition of Alteration or Removal. Except as expressly set forth in this Amended Agreement or as required pursuant to applicable law to the contrary, Owner shall not alter or remove the Sanitary Sewer Facilities unless Owner receives prior written approval for such alteration or removal from each of the Township and PennDOT.

e. Prohibition of Additional Tap In. Subject to the direction and approval, if necessary, of PA DEP, the Township covenants and agrees that it will not permit a third-party, unrelated to Owner, to tie into the Sanitary Sewer Facilities constructed in accordance with this

Agreement without the prior written consent of Owner which shall not be unreasonably, withheld, or denied, provided, however, Owner's consent shall not be required if any third-party tap in results in a reimbursement of Owner of 50% or more of the costs of construction of the Sanitary Sewer Facilities, and such third-party agrees to be jointly responsible with Owner for the maintenance and repair obligations hereunder.

8. Insurance; Indemnity.

a. Insurance. Owner shall obtain and maintain during the entire term of this Amended Agreement one or more public liability and property damage insurance policy(ies) covering any injury, death or property damage resulting in any way from the design, permitting and/or maintenance of the Sanitary Sewer Facilities. Such insurance policies shall provide bodily injury, including death, and property damage coverage in the minimum amount of One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) in the aggregate. Such insurance policy(ies) shall be occurrence based and shall name Township as an additional insured. Any policy of insurance required hereunder shall be endorsed to Township, its officers, agents, supervisors, elected officials and employees as additional insureds thereunder and shall provide that such policy may not be cancelled without first giving Township thirty (30) days prior written notice of cancellation. Owner's insurance shall be primary and non-contributory to insurance coverage maintained by Township. Upon request, Owner shall provide to Township proof of such insurance.

b. Indemnity. Except for Claims (as hereinafter defined) arising out of or in any manner or form related to the gross negligence or willful misconduct of the Township and/or any of the Township's officials, agents, contractors, employees or subcontractors, Owner, for itself and its successors or assigns, shall at all times indemnify and defend (with counsel selected by Owner) the Township and, as applicable, its elected officials from and against any and all claims, suits, legal expenses or judgments arising out of or related in any respect to the failure of the Sanitary Sewer Facilities to function in accordance with the design thereof and the Plan (collectively the "Claims"). Owner shall have the duty to defend the Township and, as applicable, its elected officials against any Claims made by any person who alleges that adverse conditions, damages, or loss have been caused by failure of the Sanitary Sewer Facilities to function in accordance with the design, permitting and/or maintenance thereof (expecting maintenance that Township performs pursuant to Section 7.C. of this Amended Agreement) and the Plan. In the event Owner fails to undertake the defense of any Claims and Township is required to enter upon its own defense, Owner shall reimburse the Township for all actual and reasonable defense expenses the Township incurs including engineering fees, expert witness fees, fines, penalties, reasonable legal fees, and court costs and, in addition, Owner shall pay any judgment rendered against the Township as a result of such Claim. In the event Owner shall fail to pay the proper costs, legal fees, other expenses or damages as herein provided and the Township is required to pay same, the Township shall have the right to receive the monies it has expended, together with the actual and reasonable attorneys' fees incurred in pursuing reimbursement from Owner, either by (A) commencing a civil action against Owner in the Court of Common Pleas of Chester County, or (B) causing a lien to be placed on the Property in an amount equal to the sums required to be expended or (C) any other manner permitted at law or in equity.

9. Covenants Running with Land; Binding Effect. This Amended Agreement and the provisions hereof (A) shall run with the land, and be appurtenant to title to the Property and every portion thereof; and (B) shall be binding upon and insure to the benefit of the Owner, and each and all of its respective successors and assigns, and successors in title to the Property, and every portion thereof. Any and all conveyances, leases or encumbrances of any part of the Property shall be subject to the provisions hereof.

10. Recording. Owner, at its sole cost and expense, shall cause this Amended Agreement to be recorded in the Office of the Recorder of Deeds and for Chester County, Pennsylvania (the "Recorder's Office").

11. Notices. Any notice, demand, instruction, report, or other communication to be given to either party under the terms of this Amended Agreement shall be in writing, and sufficiently given if hand delivery, express delivery service, electronic mail, transmitted by facsimile with confirming receipt or United State certified mail, return receipt requested, postage prepared, addressed as set forth below.

if the to the Township:

Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382  
Attn: Township Manager

with required copy in all instances to:

Gawthrop Greenwood, PC  
P.O. Box 562  
West Chester, PA 19380  
Attn: Patrick M. McKenna, Esquire

if to Owner:

5225 Pooks Hill Road  
1801N  
Bethesda, MD 20814

Notice by overnight nationally recognized courier guaranteeing next Business Day delivery with positive packing tracking and delivery confirmation (*i.e.* Federal Express, UPS, etc.) shall be deemed to have been given and received on the following Business Day. Notice by certified or registered mail shall be deemed to have been given and received five (5) Business Days after the date first deposited in the United States Mail properly addressed with proper postage prepaid. A party may change its address by giving written notice to the other parties as specified herein. When used in this Amended Agreement, the term "Business Day" does and shall mean any day other than a Saturday, Sunday or legal holiday in the Commonwealth of Pennsylvania.

12. Invalidity. Should any court or administrative agency having jurisdiction shall finally determine that (A) the Strike-Off Letter is invalid or illegal (either in its entirety or with regard to PennDOT's position therein that Township shall have the right to require Owner to post the Maintenance Endowment) and (B) that Township shall not have any legal responsibility to PennDOT with regard to maintenance of the Sanitary Sewer Facilities, Township may (but shall not be obligated to) repudiate this Amended Agreement by providing written notice thereof to Owner and returning to Owner the Maintenance Endowment (together with any and all interest earned thereon) whereupon this Amended Agreement shall terminate and be of no further effect whatsoever.

13. Miscellaneous Provisions.

a. Severability. If any provision of this Amended Agreement shall to any extent be invalid or unenforceable, the remainder of this Amended Agreement (or the application of such provision to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each provision of this Amended Agreement, unless specifically condition upon such invalid or unenforceable provision, shall be valid and enforceable to the fullest extent permitted by law.

b. Amendment. This Amended Agreement may not be amended except by written instrument signed and acknowledged by the Owner, its successors and assigns, and Township and recorded in the Recorder's Office.

c. Governing Laws. This Amended Agreement shall be constructed and governed by the laws of the Commonwealth of Pennsylvania.

d. Integration. This Amended Agreement sets forth the entire agreement between the Owner and Township with respect to the subject matter hereof.

e. Contingent Nature of Agreement. Notwithstanding anything to the contrary set forth in this Amended Agreement or elsewhere, other than as set forth at Section 2 of this Amended Agreement, all of Owner's and the Township's respective rights, title and interests, duties, obligations and responsibilities set forth in this Amended Agreement are contingent upon PennDOT approving the HOP provided that such contingency shall, for all intents and purposes whatsoever be deemed to have been satisfied upon PennDOT's issuance of the HOP.

***REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.***



**IN WITNESS WHEREOF**, the parties hereto have executed this Amended Agreement or caused the execution hereof the date and year first above written.

**1594 WEST CHESTER REALTY, LP  
by and through its General Partner,  
SIR NAFTI REALTY, LLC**

\_\_\_\_\_  
Name: Sara Kolahdouzan

Title: General Manager

**WESTTOWN TOWNSHIP**

By: its Board of Supervisors  
Its duly elected governing body

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

Title: Chairperson

Attest:

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

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

**COMMONWEALTH OF PENNSYLVANIA** :  
: **SS**  
**COUNTY OF CHESTER** :

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personal appeared Sara Kolahdouzan, who acknowledged herself to be the Managing Member of Sir Nafti Realty, LLC, and that she, as such officer and being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the limited liability company.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**COMMONWEALTH OF PENNSYLVANIA** :  
: **SS**  
**COUNTY OF CHESTER** :

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personal appeared \_\_\_\_\_, who acknowledged himself/herself to be the Chairperson of the Board of Supervisors of **WESTTOWN TOWNSHIP**, and that he/she, as such Chairperson and being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Township such as Chairperson.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

## **Exhibit “A”**

**EXHIBIT A**

**TO**

**SPECIAL WARRANTY DEED**

**(Legal Description)**

ALL THAT CERTAIN lot or piece of ground situate in Westtown Township, Chester County, Pennsylvania, as described on that certain Boundary and Topographical made for Amoco Oil Company by Control Point Associates, Inc. of Watchung, New Jersey. (File No. C94311), dated 9/15/1994, last revised 10/30/1996, as follows, wit:

BEGINNING at a point on the Southerly sideline of West Chester Pike (AKA; SR 3 and LR 133) said point being on the dividing line between Lot 112 and Lot 113, from said point of beginning, running thence; (1) along the Southerly sideline of West Chester Pike, South 82 degrees, 26 minutes, 08 seconds East, a distance of 33.81 feet to a point; thence; (2) still along the Southerly sideline of West Chester Pike, said line being distant 75.00 feet at right angles from the centerline thereof, South 85 degrees, 17 minutes, 52 seconds East, a distance of 195.69 feet to a point; thence; (3) along a line connecting the Southerly sideline of West Chester Pike with the Westerly sideline of Chester Road (AKA SR 352), South 17 degrees, 14 minutes, 55 seconds East, a distance of 16.06 feet to a point; thence; (4) along the Westerly sideline of Chester Road, South 04 degrees, 42 minutes, 08 seconds West, a distance of 232.58 feet to a point of curvature; thence (5) still along the Westerly sideline of Chester Road, along a curve to the left having a radius of 1,457.39 feet and an arc length of 41.12 feet, bearing a chord of South 03 degrees, 53 minutes, 38 seconds West, a chord distance of 41.12 feet to a point; thence still along the Westerly sideline of Chester Road, South 47 degrees 04 minutes, 33 seconds West, a distance of 47.94 feet to a point in the dividing line between Lot 113 and Lot 43; thence (7) along the dividing line between Lot 113 and Lot 43 and passing through the bed of vacated SR 352, North 32 degrees 51 minutes 10 seconds West a distance of 97.96 feet to a point; thence; (8) still along the dividing line between Lot 113 and Lot 43 and passing through the bed of vacated SR 352, North 60 degrees, 00 minutes, 30 seconds West, a distance of 151.10 feet to a point; thence (9) still along the dividing line between Lot 113 and Lot 43 and passing through the bed of vacated SR 352, North 53 degrees, 42 minutes, 50 seconds West, a distance of 10.76 feet to a point on the Easterly end of abandoned SR 352; thence (10) along the Easterly end of abandoned SR 352, North 30 degrees, 36 minutes, 07 seconds East, a distance of 19.49 feet to a point on the Northerly sideline of abandoned SR 352; thence (11) along the Northerly sideline of abandoned SR 352, North 59 degrees, 23 minutes, 53 seconds West, a distance of 59.18 feet to an iron pipe found; thence (12) along the dividing line between Lot 112 and Lot 113, North 23 degrees 46 minutes, 18 seconds East, a distance of 142.29 feet to the point and place of beginning.

BEING UPI #67-2-113.



MATZ LAND TRANSFER

04/09/2004 01:00P

10398210

Page: 8 of 9

B-6115 P-976

7/23/98 1 3/23/04

BEING the same premises which Sleepy Hollow Farms, a limited partnership, by Deed dated October 28, 1996 and recorded November 7, 1996 in Chester County in Record Book 4105 page 255, conveyed unto Amoco Oil Company, a Maryland corporation, in fee.

AND the said Amoco Oil Company is now known as BP Products North America Inc., a Maryland corporation.

Unofficial Copy



MATZ LAND TRANSFER

04/08/2004 01:00P

10398210  
Page: 7 of 9  
B-6115 P-976

## **Exhibit “B”**







## **Exhibit “C”**



## APPLICANT'S AUTHORIZATION FOR AGENT TO APPLY FOR HIGHWAY OCCUPANCY PERMIT

If granting BLANKET Authorization to submit applications on Applicant's behalf, check this box:

If BLANKET Authorization, mark N/A.	PERMIT APPLICATION NO.	
	COUNTY	Chester
	CITY-BORO-TWP.	Westtown Township
	S.R.-SEG.-OFF.	S.R. 0352 - Seg. 0030 - Off. 2366-2372
APPLICANT	Name: Westtown Township Address: 1039 Wilmington Pike West Chester, PA 19382	
AGENT	Name: All County & Associates, Inc. Address: P.O. Box 472 St. Peters, PA 19470	

THIS AUTHORIZATION, made this 30<sup>TH</sup> day of December, 2021, by  
Westtown Township,  
 APPLICANT for a highway occupancy permit under 67 Pa. Code Chapter 441 or 459.

WHEREAS, the APPLICANT is required to obtain a highway occupancy permit from the Commonwealth of Pennsylvania, Department of Transportation, called the Department, in order to occupy the State highway; and

WHEREAS, the APPLICANT wishes to authorize the agent listed above (AGENT) to apply for the permit and any associated supplements on behalf of the APPLICANT; and

WHEREAS, the APPLICANT has agreed to grant a release to the Department to allow the AGENT to apply for the permit and any associated supplements on behalf of the APPLICANT; and

WHEREAS, as a condition of this authorization, APPLICANT agrees that AGENT will be required to provide APPLICANT with copies of all correspondence and other documents issued, mailed, emailed or otherwise directed or provided to APPLICANT or AGENT by the Department; and

WHEREAS, the APPLICANT may elect to be provided contemporaneous email updates on the review status of the permit application and any associated supplements.

NOW, THEREFORE:

1. The APPLICANT does hereby authorize AGENT to act as APPLICANT's agent with respect to the permit application and associated supplements and to do all things necessary to obtain the permit and/or associated supplements on behalf of the APPLICANT.
2. The APPLICANT does hereby remise, release, quitclaim and forever discharge the Department, its agents, employees and representatives of and from all suits, damages, claims and demands of any type whatsoever arising against it as a result of granting the permit and its supplements to APPLICANT.
3. The APPLICANT  has  has not (check one) elected to be provided contemporaneous updates on the status of the permit application. If the APPLICANT elects to be provided contemporaneous updates on the status of the permit application, provide contact information here (email): JALTSHUL@WESTTOWN.ORG
4. The APPLICANT understands that this AUTHORIZATION is effective until revoked in writing by the APPLICANT or AGENT, with contemporaneous written notice thereof to the Department.

IN WITNESS WHEREOF, the APPLICANT has executed or caused to be executed these presents, intending to be legally bound thereby.

by APPLICANT:

  
\_\_\_\_\_  
(authorized representative signature)

Name: Jon Altschul

Title (if other than individual applicant): TOWNSHIP MANAGER

Date: 12/30/21

by AGENT:

  
\_\_\_\_\_  
(authorized representative signature)

Name: Kyle Reilly

Title (if other than individual agent): \_\_\_\_\_

Date: 12/21/21

## **Exhibit “D”**



ESTIMATE	#13121
ESTIMATE DATE	Dec 27, 2022
<b>TOTAL</b>	<b>\$116,611.38</b>

**SirNafti LLC**

8815 Brickyard Rd  
Rockville, MD 20854

☎ (301) 792-8899  
✉ sir.nafti.llc@gmail.com

SERVICE ADDRESS

1594 West Chester Pike  
West Chester, PA 19382

CONTACT US

443 W 1st Ave  
Parkesburg, PA 19365

☎ (610) 857-1740  
✉ info@tricowater.com

**ESTIMATE**

Services	qty	unit price	amount
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<b>Public Sewer Connection (Dunkin Donuts)</b>	<b>1.0</b>	<b>\$116,611.38</b>	<b>\$116,611.38</b>
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- Submit PA One Call Notification
- Review, contact, and schedule inspections with township and Penndot
- Mobilize and deliver equipment to the jobsite
- Secure jobsite with traffic cones and caution tape
- Ensure traffic can flow through driveway access safely during construction
- Excavate and access PVC cleanout and building sewer within rear yard area, being careful as to not interfere with the gas station sewer line and treatment tank/tanks.
- Excavate grinder pump tank location
- Provide and install grinder pump tank and re-plumb existing building sewer into the grinder pump tank
- Install adequate concrete around the base of the grinder pump tank
- Trench from grinder pump to building foundation wall for pump wiring and conduit installation
- Access building and install electrical circuit from existing electrical circuit panel to the exterior wall
- Provide and install simplex grinder pump control panel onto the exterior wall of the building
- Install conduit and wiring from the control panel to the grinder pump tank
- Excavate necessary boring pits for directional driller
- Directional drill from grinder pump tank location to the first boring pit
- Reset directional drill at boring pit and drill across/underneath Route 352 and into the second boring pit
- Reset drill and drill into the existing concrete manhole located on Whittleby Court
- Pull approx. 350ft length of SDR11 pipe and tracer wire through the directional drill
- Provide and install curbstop/check valve assembly at the first boring pit
- Core drill through the manhole and install a Link-Seal fitting to seal the concrete wall of the manhole
- Build a 2" PVC drop pipe with stand offs and label
- Arrange for and have the inside of the manhole sealed with OBIC Armor 1000F

- Connect the SDR11 pipe to the grinder pump discharge using a whip to cross the excavated pit
- Backfill the grinder pump tank with stone and clean fill
- Fill and test grinder pump and control panel
- Pump the existing tank/tanks
- Remove/break the top of each tank to expose the bottom of the tank/tanks
- Break the sides down several feet
- Break up the floor so that water can drain and does not become trapped
- Fill with 2a modified stone and tamp in 24" lifts
- Pass all inspections
- Backfill remainder of tanks with clean fill and topsoil
- Powerrake, handrake, and landscape all excavated areas

**Payment Terms with Deposit**

- 50% down payment required (total of \$58,305.69) to order equipment
- Balance due, \$58,305.69 upon completion of project in full
- Due to the size of the project we require payments to be made by check only

**Other Services - Excavation Notes**

- Tri-County Water Services Inc. assumes normal excavation conditions throughout the entire project
- If unfavorable conditions are found the owner will be notified of a change order request, a change order approval will be requested prior to moving forward with the project
- Unforeseen and unfavorable site conditions include, but are not limited to rock formations, seasonal high-water table, additional time, and additional materials needed to complete the overall project over and above the scope of work
- Damaged wires, pipes, or any other object not marked by PA One Call "may" incur additional change order requests

**Other Services - Estimate Notes**

- Tri-County Water Services Inc. provides a 1yr workmanship guarantee
- Estimate is valid for 60 days
- Proof of insurance available upon request
- References available upon request

**Recommended: Grinder Pump Maintenance Agreement**

- Access grinder tankage
  - Inspect tank and document findings
  - Clean and inspect floats
  - Clean tank and motor housing
  - Document grinder amperage
  - Report findings to owner
  - Cost of \$415.00 invoiced annually
- \*This service is highly recommended for all commercial grinder sites

**Services subtotal: \$116,611.38**

<b>Subtotal</b>	<b>\$116,611.38</b>
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<b>Total</b>	<b>\$116,611.38</b>
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December 5, 2023

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

RE: Payment Recommendation No. 2 - **FINAL**  
Westtown Township 2023 Road Program  
Westtown Township  
236-23-0081

Dear Mr. Altshul,

Cedarville Engineering Group, LLC (CEG) has received Application and Certificate for Payment No. 2 from Innovative Construction Services, Inc. (Inncon) who has been working on the Westtown Township 2023 Road Program in Westtown Township. This payment request was received electronically on November 27, 2023 in the amount of \$710,336.76 for the period through October 19, 2023.

During this pay period, Inncon completed all concrete curb replacement, inlet repair, pipe replacement, milling, and paving work under this contract.

The following supporting documents are enclosed for your reference and records:

- The Application and Certification for Payment certifies the total amount due to the Contractor and the quantities placed for the project.
- Material Certifications for the wearing course and binder course material placed.
- Material Tickets for the wearing course material placed.
- The Contractor's Certified Payroll for October 1, 2023, through October 21, 2023.
- Daily Field Reports for asphalt compaction supplied by Earth Engineering Incorporated from October 4, 2023, through October 19, 2023.
- The Maintenance Bond for the project.

We recommend the Township consider payment to Inncon in the amount of **\$710,336.76**. This payment constitutes complete and final payment for all work performed as part of this project.

Please do not hesitate to contact us should you have any questions or concerns regarding this recommendation.

Best Regards,  
**Cedarville Engineering Group, LLC**

A handwritten signature in blue ink that reads "Kyle R. Turner".

Kyle R. Turner, P.E.  
Project Manager



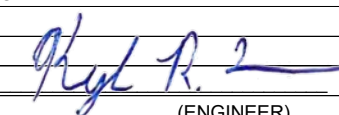




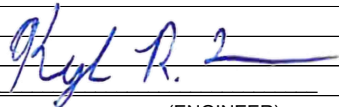
Enclosures

cc: Cindi King, Westtown Township Director of Finance  
Mark Gross, Westtown Township Public Works Director  
Pam Coleman, Westtown Township Executive Secretary  
Richard Sommers, Innovative Construction Services, Inc.



		APPLICATION FOR PAYMENT					
Cedarville Engineering Group		APPLICATION NO.	2-Final		Project Name:	Westtown Township 2023 Road Program	
CONSULTING ENGINEERS		PERIOD BEGINNING	10/10/23		Project No.:	EJCDC C-410	
		PERIOD ENDING	10/10/23		Contract No.:		
RECOMMENDED		12/5/2023		Contractor:	Innovative Construction Services, Inc.		
	(ENGINEER)	(DATE)			PO Box 262, Folcroft, PA 19032		
APPROVED				Owner:	Westtown Township		
	(OWNER)	(DATE)			1039 Wilmington Pike		
					West Chester, PA 19382		

ITEM NO.	DESCRIPTION	UNIT	TOTAL PLAN UNITS	QUANTITIES		% TO DATE	UNIT PRICE	AMOUNT EARNED THIS MONTH	TOTAL AMOUNT EARNED TO DATE
				THIS MONTH	TOTAL TO DATE				
1	Maintenance & Protection of Traffic	EA.	1.00	0.70	1.00	100.0%	\$8,500.00	\$ 5,950.00	\$ 8,500.00
2	Milling 1.5" Depth	S.Y.	53422.00	36868.00	52,277.00	97.9%	\$2.50	\$ 92,170.00	\$ 130,692.50
3	2.5" 19 mm Base Repair	Ton	36.00	40.90	40.90	113.6%	\$125.00	\$ 5,112.50	\$ 5,112.50
4	4.5" 25 mm Base Repair	Ton	75.00	0.00	0.00	0.0%	\$125.00	\$ -	\$ -
5	Superpave Scratch/Leveling Course	Ton	610.00	264.51	450.43	73.8%	\$108.00	\$ 28,567.08	\$ 48,646.44
6	Superpave Wearing Course 1.5" Depth	S.Y.	53422.00	36868.00	52,277.00	97.9%	\$10.54	\$ 388,588.72	\$ 550,999.58
7	Concrete Gutter Curb Replacement	L.F.	830.00	880.40	880.40	106.1%	\$88.00	\$ 77,475.20	\$ 77,475.20
8	4" Single White Line	L.F.	12595.00	3896.00	14,646.00	116.3%	\$0.30	\$ 1,168.80	\$ 4,393.80
9	Hot Thermoplastic Right Turn Arrow	EA.	1.00	1.00	1.00	100.0%	\$430.00	\$ 430.00	\$ 430.00
10	Hot Thermoplastic Left Turn Arrow	EA.	1.00	1.00	1.00	100.0%	\$430.00	\$ 430.00	\$ 430.00
11	24" Hot White Stop Bar	L.F.	37.00	35.00	46.00	124.3%	\$22.00	\$ 770.00	\$ 1,012.00
12	15" HDPE Pipe	L.F.	40.00	20.00	87.00	217.5%	\$280.00	\$ 5,600.00	\$ 24,360.00
13	Type C Inlet Top Replacement	EA.	5.00	4.00	4.00	80.0%	\$2,250.00	\$ 9,000.00	\$ 9,000.00
14	4" Double Yellow Centerline Paint	L.F.	6275.00	1744.00	7,115.00	113.4%	\$0.55	\$ 959.20	\$ 3,913.25
15	Allowance for Misc. Work	L.S.	1.00	0.00	0.00	0.0%	\$20,000.00	\$ -	\$ -
31	Milling 1.5" Depth	S.Y.	1422.00	1565.00	1,565.00	110.1%	\$2.50	\$ 3,912.50	\$ 3,912.50
32	2.5" 19 mm Base Repair	Ton	4.00	0.00	0.00	0.0%	\$125.00	\$ -	\$ -
33	Superpave Scatch/Leveling Course	Ton	25.00	9.91	9.91	39.6%	\$108.00	\$ 1,070.28	\$ 1,070.28
34	Superpave Wearing Course 1.5" Depth	S.Y.	1422.00	1565.00	1,565.00	110.1%	\$10.54	\$ 16,495.10	\$ 16,495.10
35	Concrete Gutter Curb Replacement	L.F.	275.00	351.00	351.00	127.6%	\$88.00	\$ 30,888.00	\$ 30,888.00
36	15" HDPE Pipe	L.F.	75.00	75.00	75.00	100.0%	\$225.00	\$ 16,875.00	\$ 16,875.00
37	Unclassified Excavation	C.Y.	50.00	0.00	0.00	0.0%	\$65.00	\$ -	\$ -
38	Penndot 2A Subbase 6" Depth	Ton	60.00	0.00	0.00	0.0%	\$60.00	\$ -	\$ -

APPLICATION FOR PAYMENT										
Cedarville Engineering Group CONSULTING ENGINEERS			APPLICATION NO.	2-Final		Project Name: Westtown Township 2023 Road Program				
 (ENGINEER)			PERIOD BEGINNING	10/10/23		Project No.: EJCDC C-410				
			PERIOD ENDING	10/10/23		Contract No.:				
RECOMMENDED			12/5/2023			Contractor: Innovative Construction Services, Inc.				
			(DATE)			PO Box 262, Folcroft, PA 19032				
APPROVED						Owner: Westtown Township				
			(DATE)			1039 Wilmington Pike				
						West Chester, PA 19382				
ITEM NO.	DESCRIPTION	UNIT	TOTAL PLAN UNITS	QUANTITIES		% TO DATE	UNIT PRICE	AMOUNT EARNED THIS MONTH	TOTAL AMOUNT EARNED TO DATE	
				THIS MONTH	TOTAL TO DATE					
<b>CONTRACTOR'S CERTIFICATION:</b>										
The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 1 through ____ inclusive; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at a time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.					TOTAL (GROSS AMOUNT DUE)			\$	934,206.15	
					LESS	0.00	% RETAINAGE		\$	-
					AMOUNT DUE TO DATE			\$	934,206.15	
					LESS PREVIOUS PAYMENTS			\$	223,869.39	
					AMOUNT DUE THIS APPLICATION			\$	710,336.76	
Dated	Wednesday, Nov. 22, 2023		Innovative Construction Services, Inc.			By	Richard Somers, President			
			CONTRACTOR				(Authorized Signature)			
							Richard Somers, President			



December 14, 2023

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

RE: Sawmill Court  
Escrow Release #5  
Westtown Township  
WTT-20-414

Dear Mr. Altshul,

Cedarville Engineering Group, LLC is in receipt of an escrow release request from Megill Homes, Inc., of the referenced site, Sawmill Court. The following has been submitted for review:

- Escrow Release request spreadsheet prepared by Huntrise Builders, LLC, dated December 4, 2023, requesting a release in the amount of \$184,493.71.

Based upon ongoing inspections of the site, CEG recommends Westtown Township release the amount of **\$139,460.43** for improvements only, based on the executed Financial Security Agreement. The signed Construction Escrow Spreadsheet has been enclosed, with a summary of recommended releases referenced below:

1. Item 1.N – Rake, Seed, and Mulch: A release of \$1,640.00 is recommended, representing 62% of the amount of release requested by the Developer and 37% of the total amount originally held in escrow. The remaining amount is withheld due to grading restoration and potential drainage adjustments on site and along the proposed path.
2. Item 1.O – Street Sweeping: A release of \$2,500.00 is recommended, representing 100% of the amount of release requested by the Developer and 36% of the total amount originally held in escrow.
3. Item 1.P – Dust Control: A release of \$2,000.00 is recommended, representing 100% of the amount of release requested by the Developer and 68% of the total amount originally held in escrow.
4. Item 3.C – Site Cut/Fill: A release of \$6,598.69 is recommended, representing 100% of the amount requested by the Developer and 7% of the total amount originally held in escrow.





5. Item 3.E – Rough Grade: A release of \$2,750.00 is recommended, representing 65% of the amount requested by the Developer and 22% of the total amount originally held in escrow. The remaining amount is withheld due to grading restoration and potential drainage adjustments on site and along the proposed path.
6. Item 3.F – Fine Grade Building Lots: A release of \$3,000.00 is recommended, representing 65% of the amount requested by the Developer and 39% of the total amount originally held in escrow. The remaining amount is withheld due to grading restoration and potential drainage adjustments on site.
7. Item 3.G – Site Cut/Fill: A release of \$975.00 is recommended, representing 50% of the amount requested by the Developer and 30% of the total amount originally held in escrow. The remaining amount is withheld due to grading restoration and potential drainage adjustments on site and along the proposed path.
8. Item 4.A – Traffic Control: A release of \$1,015.04 is recommended, representing 100% of the amount requested by the Developer and 13% of the total amount originally held in escrow.
9. Item 4.G – Lateral Connections: A release of \$4,061.70 is recommended, representing 100% of the amount requested by the Developer and 50% of the total amount originally held in escrow.
10. Item 4.O – Testing: A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer and 0% of the total amount originally held in escrow. Correspondence with Mark Yoder of Carroll Engineering on December 13, 2023, indicates that vacuum testing of manholes and televising of the mains still remains and that the held amount is required to cover these items.
11. Item 6.B – Concrete curb – 18": A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer as the full amount held has been released as of escrow request #4.
12. Item 6.C – Sidewalk Excavation: A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer as the full amount held has been released as of escrow request #4.
13. Item 6.D – Sidewalk, 4" with Stone: A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer as the full amount held has been released as of escrow request #4.
14. Item 7.G – Pavement Markings – Onsite: A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer as the full amount held has been released as of escrow request #4.
15. Item 8.G – Pavement Markings – Offsite: A release of \$0.00 is recommended, representing 0% of the amount requested by the Developer as the full amount held has been released as of escrow request #4.
16. Item 9.A – Regal Prince Oak 3.5" cal: A release of \$11,115.00 is recommended, representing 100% of the amount requested by the Developer and 63% of the total amount originally held in escrow.
17. Item 9.A – Northern Red Oak 1.5" cal: A release of \$1,800.00 is recommended, representing 100% of the amount requested by the Developer and 73% of the total amount originally held in escrow.



18. Item 9.A – Tulip Poplar 1.5” cal: A release of \$1,575.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
19. Item 9.A – Wolf Eyes Japanese Dogwood 2.5-3" cal: A release of \$4,050.00 is recommended, representing 100% of the amount requested by the Developer and 90% of the total amount originally held in escrow.
20. Item 9.A – Okame Cherry 2.5-3" cal: A release of \$4,250.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
21. Item 9.A – Eastern Red Cedar 8-10’: A release of \$4,345.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
22. Item 9.A – Serbian Spruce 8-10’: A release of \$2,050.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
23. Item 9.A – Northern White Pine 8-10’: A release of \$3,950.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
24. Item 9.A – Mount Airy Large Forthergilla 30”: A release of \$3,740.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
25. Item 9.A – Winterthur Vibrnum 30”: A release of \$5,525.00 is recommended, representing 100% of the amount requested by the Developer and 100% of the total amount originally held in escrow.
26. Item 9.A – Prostrate Japanese Plum Yew 36”: A release of \$2,040.00 is recommended, representing 100% of the amount requested by the Developer and 73% of the total amount originally held in escrow.
27. Item 9.A – Leatherleaf Viburnum 36”: A release of \$2,465.00 is recommended, representing 100% of the amount requested by the Developer and 39% of the total amount originally held in escrow.
28. Item 9.A – Winter Red Winterberry 36”: A release of \$4,505.00 is recommended, representing 100% of the amount requested by the Developer and 91% of the total amount originally held in escrow.
29. Item 9.A – East Hop Hornbeam 2.5-3" cal: A release of \$12,300.00 is recommended, representing 100% of the amount requested by the Developer and 61% of the total amount originally held in escrow.
30. Item 9.A – Magnolia sieboldii: A release of \$11,550.00 is recommended, representing 100% of the amount requested by the Developer and 79% of the total amount originally held in escrow.
31. Item 9.A – Eastern Redbud 2.5-3" cal: A release of \$10,660.00 is recommended, representing 100% of the amount requested by the Developer and 60% of the total amount originally held in escrow.



- 32. Item 11.A – Mobilization: A release of \$4,000.00 is recommended, which represents 100% of the amount requested by the Developer and 5% of the total amount originally held in escrow.
- 33. Item 11.B – Project Management: A release of \$10,000.00 is recommended, which represents 100% of the amount requested by the Developer and 18% of the total amount originally held in escrow.
- 34. 5% Engineering Inspection Cost: A release of \$15,000.00 is recommended, representing 100% of the amount requested by the Developer and 17% of the total amount originally held in escrow.

A discrepancy between the CEG and Contractor release spreadsheets has been noted regarding the following:

- A. Item 1.G – Silt Sox – 24” where the previous release #4 included a \$521.50 which represented the remaining 20% of funds held in escrow. No money remains for this line item.

In accordance with email correspondence dated December 4, 2023 received from Cindi King, Director of Finance, the balance of funds withheld in lieu of deficient landscaping (a waiver from Section 149-924.D(12)(b))reducing the required number of Compensatory Trees, as part of Final Plan Approval) is \$29,000. A total of \$175,129.50 of financial security remains in place to adequately cover this balance.

Initial Escrow	\$2,013,989.23
Previous Escrow Releases	\$1,593,010.68
<b>Escrow Release Recommended</b>	<b>\$139,460.43</b>
Remaining Escrow Balance	\$281,518.12

Please feel free to contact me with any questions.

Best Regards,  
**Cedarville Engineering Group, LLC**

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

Enclosures

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**SAWMILL COURT**

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT COST	UNIT TOTAL	TOTAL PAST RELEASES		CURRENT ESTIMATE		TOTAL RELEASED TO DATE		TOTAL REMAINING	
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
<b>1</b>	<b><u>EROSION CONTROL</u></b>												
A	Tire Cleaner	113	TN	\$25.83	\$2,918.79	80%	\$2,334.40	0%	\$0.00	80%	\$2,334.40	20%	\$584.39
B	Tree Protection Fence	2086	LF	\$5.00	\$10,430.00	100%	\$10,430.00	0%	\$0.00	100%	\$10,430.00	0%	\$0.00
C	18" Silt Fence	0	LF	\$2.25	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00
D	Silt Sox - 12" (along NE property line)	736	LF	\$7.00	\$5,152.00	100%	\$5,152.00	0%	\$0.00	100%	\$5,152.00	0%	\$0.00
E	Silt Sox - 12"	1015	LF	\$7.00	\$7,105.00	100%	\$7,105.00	0%	\$0.00	100%	\$7,105.00	0%	\$0.00
F	Silt Sox - 18"	845	LF	\$9.00	\$7,605.00	100%	\$7,605.00	0%	\$0.00	100%	\$7,605.00	0%	\$0.00
G	Silt Sox - 24"	237	LF	\$11.00	\$2,607.00	100%	\$2,607.00	0%	\$0.00	100%	\$2,607.00	0%	\$0.00
H	Sediment Trap 1	309	LF	\$35.39	\$10,935.51	100%	\$10,935.51	0%	\$0.00	100%	\$10,935.51	0%	\$0.00
I	Sediment Trap 2	240	LF	\$35.40	\$8,496.00	100%	\$8,496.00	0%	\$0.00	100%	\$8,496.00	0%	\$0.00
J	Concrete Washout	1	EA	\$1,400.00	\$1,400.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$1,400.00
K	Inlet Filters	17	EA	\$300.00	\$5,100.00	90%	\$4,590.00	0%	\$0.00	90%	\$4,590.00	10%	\$510.00
L	Erosion Control Matting - SC 150	29000	SF	\$0.35	\$10,150.00	60%	\$6,060.00	0%	\$0.00	60%	\$6,060.00	40%	\$4,090.00
M	Temporary Seeding	25000	SF	\$0.04	\$10,000.00	20%	\$2,000.00	0%	\$0.00	20%	\$2,000.00	80%	\$8,000.00
N	Rake, Seed, and Mulch	40000	SF	\$0.11	\$4,400.00	40%	\$1,760.00	37%	\$1,640.00	77%	\$3,400.00	23%	\$1,000.00
O	Street Sweeping	10	EA	\$689.57	\$6,895.70	51%	\$3,500.00	36%	\$2,500.00	87%	\$6,000.00	13%	\$895.70
P	Dust Control	7	DA	\$422.00	\$2,954.00	0%	\$0.00	68%	\$2,000.00	68%	\$2,000.00	32%	\$954.00
	<b>SUBTOTAL SECTION 1</b>				<b>\$96,149.00</b>		<b>\$72,574.91</b>		<b>\$6,140.00</b>		<b>\$78,714.91</b>		<b>\$17,434.09</b>
<b>2</b>	<b><u>REMOVAL/CLEARING/DEMOLITION</u></b>												
A	Clearing/Grubbing	1	LS	\$29,763.36	\$29,763.36	100%	\$29,763.36	0%	\$0.00	100%	\$29,763.36	0%	\$0.00
B	Demolition	1	LS	\$71,868.00	\$71,868.00	100%	\$71,868.00	0%	\$0.00	100%	\$71,868.00	0%	\$0.00
C	Retaining Wall Removal	160	LF	\$24.64	\$3,942.40	100%	\$3,942.40	0%	\$0.00	100%	\$3,942.40	0%	\$0.00
D	RR Tie Wall Removal	350	LF	\$27.09	\$9,481.50	100%	\$9,481.50	0%	\$0.00	100%	\$9,481.50	0%	\$0.00
E	Fence Removal	215	LF	\$4.51	\$969.65	100%	\$969.65	0%	\$0.00	100%	\$969.65	0%	\$0.00
F	Blacktop Removal	2622	SY	\$2.72	\$7,131.84	100%	\$7,131.84	0%	\$0.00	100%	\$7,131.84	0%	\$0.00
G	Concrete Removal	85	CY	\$243.83	\$20,725.55	100%	\$20,725.55	0%	\$0.00	100%	\$20,725.55	0%	\$0.00
H	Inlet Removal	4	EA	\$1,211.96	\$4,847.84	100%	\$4,847.84	0%	\$0.00	100%	\$4,847.84	0%	\$0.00
I	Pipe Removal - 18" HDPE	222	LF	\$22.87	\$5,077.14	100%	\$5,077.14	0%	\$0.00	100%	\$5,077.14	0%	\$0.00
J	Sawcutting	600	LF	\$4.74	\$2,844.00	100%	\$2,844.00	0%	\$0.00	100%	\$2,844.00	0%	\$0.00
	<b>SUBTOTAL SECTION 2</b>				<b>\$156,651.28</b>		<b>\$156,651.28</b>		<b>\$0.00</b>		<b>\$156,651.28</b>		<b>\$0.00</b>
<b>3</b>	<b><u>EXCAVATION</u></b>												
A	Traffic Control	1	LS	\$6,011.28	\$6,011.28	72%	\$4,303.38	0%	\$0.00	72%	\$4,303.38	28%	\$1,707.90
B	Strip Topsoil, 6" Depth	4332	CY	\$3.84	\$16,634.88	100%	\$16,634.88	0%	\$0.00	100%	\$16,634.88	0%	\$0.00
C	Site Cut/Fill	20559	CY	\$4.41	\$90,665.19	93%	\$84,066.50	7%	\$6,598.69	100%	\$90,665.19	0%	\$0.00
D	Road Widening	1	LS	\$9,540.96	\$9,540.96	100%	\$9,540.96	0%	\$0.00	100%	\$9,540.96	0%	\$0.00
E	Rough Grade	250000	SF	\$0.05	\$12,500.00	66%	\$8,250.00	22%	\$2,750.00	88%	\$11,000.00	12%	\$1,500.00
F	Fine Grade Building Lots	20	EA	\$385.31	\$7,706.20	40%	\$3,082.48	39%	\$3,000.00	79%	\$6,082.48	21%	\$1,623.72
G	Respread Topsoil	230	CY	\$14.14	\$3,252.20	40%	\$1,300.88	30%	\$975.00	70%	\$2,275.88	30%	\$976.32
H	Island Respread Topsoil	130	CY	\$23.56	\$3,062.80	100%	\$3,062.80	0%	\$0.00	100%	\$3,062.80	0%	\$0.00
	<b>SUBTOTAL SECTION 3</b>				<b>\$149,373.51</b>		<b>\$130,241.88</b>		<b>\$13,323.69</b>		<b>\$143,565.57</b>		<b>\$5,807.94</b>
<b>4</b>	<b><u>SANITARY SEWER</u></b>												
A	Traffic Control	1	LS	\$8,015.04	\$8,015.04	87%	\$7,000.00	13%	\$1,015.04	100%	\$8,015.04	0%	\$0.00
B	Clearing/Grubbing	1	LS	\$5,686.56	\$5,686.56	100%	\$5,686.56	0%	\$0.00	100%	\$5,686.56	0%	\$0.00
C	Fence Removal	140	LF	\$5.81	\$813.40	100%	\$813.40	0%	\$0.00	100%	\$813.40	0%	\$0.00
D	Tie-ins	1	EA	\$5,118.89	\$5,118.89	100%	\$5,118.89	0%	\$0.00	100%	\$5,118.89	0%	\$0.00
E	6" SDR35	580	LF	\$28.26	\$16,390.80	100%	\$16,390.80	0%	\$0.00	100%	\$16,390.80	0%	\$0.00
F	8" SDR35	1173	LF	\$39.37	\$46,181.01	100%	\$46,181.01	0%	\$0.00	100%	\$46,181.01	0%	\$0.00
G	Lateral Connections	20	EA	\$406.17	\$8,123.40	50%	\$4,061.70	50%	\$4,061.70	100%	\$8,123.40	0%	\$0.00
H	Clean Outs -6"	20	EA	\$536.20	\$10,724.00	100%	\$10,724.00	0%	\$0.00	100%	\$10,724.00	0%	\$0.00
I	Stone Envelope (#57)	662	TN	\$21.89	\$14,491.18	100%	\$14,491.18	0%	\$0.00	100%	\$14,491.18	0%	\$0.00
J	Stone Backfill (2A)	45	TN	\$17.68	\$795.60	100%	\$795.60	0%	\$0.00	100%	\$795.60	0%	\$0.00
K	Trench Spoils to Onsite Fills	450	CY	\$6.42	\$2,889.00	100%	\$2,889.00	0%	\$0.00	100%	\$2,889.00	0%	\$0.00
L	Sanitary Manhole	13	EA	\$4,059.12	\$52,768.56	100%	\$52,768.56	0%	\$0.00	100%	\$52,768.56	0%	\$0.00



**SAWMILL COURT**

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT COST	UNIT TOTAL	TOTAL PAST RELEASES		CURRENT ESTIMATE		TOTAL RELEASED TO DATE		TOTAL REMAINING	
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
M	Manhole Adjustment	13	EA	\$549.98	\$7,149.74	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$7,149.74
N	Tunnel Under Utilities	2	EA	\$4,053.34	\$8,106.68	100%	\$8,106.68	0%	\$0.00	100%	\$8,106.68	0%	\$0.00
O	Testing	1753	LF	\$1.14	\$1,998.42	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$1,998.42
<b>SUBTOTAL SECTION 4</b>					<b>\$189,252.28</b>		<b>\$175,027.38</b>		<b>\$5,076.74</b>		<b>\$180,104.12</b>		<b>\$9,148.16</b>
<b>5</b>	<b>STORM SEWER</b>												
A	Tie-ins	2	EA	\$5,455.56	\$10,911.12	100%	\$10,911.12	0%	\$0.00	100%	\$10,911.12	0%	\$0.00
B	15" HDPE	476	LF	\$32.46	\$15,450.96	100%	\$15,450.96	0%	\$0.00	100%	\$15,450.96	0%	\$0.00
C	18" HDPE	127	LF	\$37.56	\$4,770.12	100%	\$4,770.12	0%	\$0.00	100%	\$4,770.12	0%	\$0.00
D	24" HDPE	553	LF	\$46.24	\$25,570.72	100%	\$25,570.72	0%	\$0.00	100%	\$25,570.72	0%	\$0.00
E	36" HDPE	12	LF	\$93.75	\$1,125.00	100%	\$1,125.00	0%	\$0.00	100%	\$1,125.00	0%	\$0.00
F	Stone Envelope (#57)	1284	TN	\$21.89	\$28,106.76	100%	\$28,106.76	0%	\$0.00	100%	\$28,106.76	0%	\$0.00
G	Stone Backfill for Combo Drain (#57)	66	TN	\$21.89	\$1,444.74	100%	\$1,444.74	0%	\$0.00	100%	\$1,444.74	0%	\$0.00
H	Trench Spoils to Onsite Fill	820	CY	\$6.42	\$5,264.40	100%	\$5,264.40	0%	\$0.00	100%	\$5,264.40	0%	\$0.00
I	4' Type C Inlet	8	EA	\$2,628.10	\$21,024.80	100%	\$21,024.80	0%	\$0.00	100%	\$21,024.80	0%	\$0.00
J	4' Type M Inlet	9	EA	\$2,839.32	\$25,553.88	100%	\$25,553.88	0%	\$0.00	100%	\$25,553.88	0%	\$0.00
K	Inlet Bottoms	17	EA	\$250.44	\$4,257.64	35%	\$1,502.64	0%	\$0.00	35%	\$1,502.64	65%	\$2,754.84
L	Inlet Grade Adjustment	17	EA	\$549.98	\$9,349.66	100%	\$9,349.66	0%	\$0.00	100%	\$9,349.66	0%	\$0.00
M	Storm Manhole	3	EA	\$5,673.33	\$17,019.99	100%	\$17,019.99	0%	\$0.00	100%	\$17,019.99	0%	\$0.00
N	MH Bottoms	3	EA	\$250.44	\$751.32	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$751.32
O	Manhole Grade Adjustment	3	EA	\$549.98	\$1,649.94	100%	\$1,649.94	0%	\$0.00	100%	\$1,649.94	0%	\$0.00
P	Outlet Structure	3	EA	\$4,475.35	\$13,426.05	100%	\$13,426.05	0%	\$0.00	100%	\$13,426.05	0%	\$0.00
Q	BMP 1	1	LS	\$238,779.53	\$238,779.53	0%	\$238,779.53	0%	\$0.00	100%	\$238,779.53	0%	\$0.00
R	BMP 2	1	LS	\$124,596.15	\$124,596.15	100%	\$124,596.15	0%	\$0.00	100%	\$124,596.15	0%	\$0.00
S	BMP 3	1	LS	\$79,701.10	\$79,701.10	100%	\$79,701.10	0%	\$0.00	100%	\$79,701.10	0%	\$0.00
T	6" Underdrain with #57 Fabric	227	LF	\$26.84	\$6,092.68	100%	\$6,092.68	0%	\$0.00	100%	\$6,092.68	0%	\$0.00
<b>SUBTOTAL SECTION 5</b>					<b>\$634,846.40</b>		<b>\$631,340.24</b>		<b>\$0.00</b>		<b>\$631,340.24</b>		<b>\$3,506.16</b>
<b>6</b>	<b>CONCRETE WORK</b>												
A	Curb Excavation/Backfill	1630	LF	\$9.25	\$15,077.50	100%	\$15,077.50	0%	\$0.00	100%	\$15,077.50	0%	\$0.00
B	Concrete curb - 18"	1630	LF	\$20.50	\$33,415.00	100%	\$33,415.00	0%	\$0.00	100%	\$33,415.00	0%	\$0.00
C	Sidewalk Excavation	5875	SF	\$1.73	\$10,163.75	100%	\$10,163.75	0%	\$0.00	100%	\$10,163.75	0%	\$0.00
D	Sidewalk, 4" with Stone	5875	SF	\$6.50	\$38,187.50	100%	\$38,187.50	0%	\$0.00	100%	\$38,187.50	0%	\$0.00
E	ADA Ramp	4	EA	\$3,500.00	\$14,000.00	100%	\$14,000.00	0%	\$0.00	100%	\$14,000.00	0%	\$0.00
<b>SUBTOTAL SECTION 7</b>					<b>\$110,843.75</b>		<b>\$110,843.75</b>		<b>\$0.00</b>		<b>\$110,843.75</b>		<b>\$0.00</b>
<b>7</b>	<b>STONE/PAVING</b>												
A	Fine Grade for Paving	2123	SY	\$1.11	\$2,356.53	100%	\$2,356.53	0%	\$0.00	100%	\$2,356.53	0%	\$0.00
B	2A Modified Subbase - 8"	2123	SY	\$12.00	\$25,476.00	100%	\$25,476.00	0%	\$0.00	100%	\$25,476.00	0%	\$0.00
C	19mm 2"	2123	SY	\$13.00	\$27,599.00	100%	\$27,599.00	0%	\$0.00	100%	\$27,599.00	0%	\$0.00
D	Sweep and Tack	2123	SY	\$0.62	\$1,316.26	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$1,316.26
E	9.5mm 1-1/2"	2123	SY	\$10.50	\$22,291.50	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$22,291.50
F	Curb Seal	1640	LF	\$1.48	\$2,427.20	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$2,427.20
G	Pavement Markings - Onsite	1	LS	\$2,024.57	\$2,024.57	100%	\$2,024.57	0%	\$0.00	100%	\$2,024.57	0%	\$0.00
H	Signs	1	LS	\$468.00	\$468.00	100%	\$468.00	0%	\$0.00	100%	\$468.00	0%	\$0.00
<b>SUBTOTAL SECTION 8</b>					<b>\$83,959.06</b>		<b>\$57,924.10</b>		<b>\$0.00</b>		<b>\$57,924.10</b>		<b>\$26,034.96</b>
<b>8</b>	<b>STONE/PAVING - WIDENING</b>												
A	Fine Grade for Paving	475	SY	\$2.57	\$1,220.75	100%	\$1,220.75	0%	\$0.00	100%	\$1,220.75	0%	\$0.00
B	2A Modified Subbase - 8"	475	SY	\$12.00	\$5,700.00	100%	\$5,700.00	0%	\$0.00	100%	\$5,700.00	0%	\$0.00
D	19mm 2"	475	SY	\$13.00	\$6,175.00	100%	\$6,175.00	0%	\$0.00	100%	\$6,175.00	0%	\$0.00
E	Sweep and Tack	475	SY	\$0.59	\$280.25	100%	\$280.25	0%	\$0.00	100%	\$280.25	0%	\$0.00
F	9.5mm 1-1/2"	475	SY	\$10.50	\$4,987.50	100%	\$4,987.50	0%	\$0.00	100%	\$4,987.50	0%	\$0.00
G	Pavement Markings - Offsite	1	LS	\$1,144.00	\$1,144.00	100%	\$1,144.00	0%	\$0.00	100%	\$1,144.00	0%	\$0.00
<b>SUBTOTAL SECTION 9</b>					<b>\$19,507.50</b>		<b>\$19,507.50</b>		<b>\$0.00</b>		<b>\$19,507.50</b>		<b>\$0.00</b>
<b>9</b>	<b>LANDSCAPING</b>												
A	Regal Prince Oak 3.5" cal	30	EA	\$585.00	\$17,550.00	37%	\$6,435.00	63%	\$11,115.00	100%	\$17,550.00	0%	\$0.00
A	Northern Red Oak 1.5" cal	11	EA	\$225.00	\$2,475.00	27%	\$675.00	73%	\$1,800.00	100%	\$2,475.00	0%	\$0.00
A	Tulip Poplar 1.5" cal	7	EA	\$225.00	\$1,575.00	0%	\$0.00	100%	\$1,575.00	100%	\$1,575.00	0%	\$0.00

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A	Wolf Eyes Japanese Dogwood 2.5-3" cal	10	EA	\$450.00	\$4,500.00	10%	\$450.00	90%	\$4,050.00	100%	\$4,500.00	0%	\$0.00
A	Okame Cherry 2.5-3" cal	10	EA	\$425.00	\$4,250.00	0%	\$0.00	100%	\$4,250.00	100%	\$4,250.00	0%	\$0.00
A	Eastern Red Cedar 8-10'	11	EA	\$395.00	\$4,345.00	0%	\$0.00	100%	\$4,345.00	100%	\$4,345.00	0%	\$0.00
A	Serbian Spruce 8-10'	5	EA	\$410.00	\$2,050.00	0%	\$0.00	100%	\$2,050.00	100%	\$2,050.00	0%	\$0.00
A	Northern White Pine 8-10'	10	EA	\$395.00	\$3,950.00	0%	\$0.00	100%	\$3,950.00	100%	\$3,950.00	0%	\$0.00
A	Mount Airy Large Forthergilla 30"	44	EA	\$85.00	\$3,740.00	0%	\$0.00	100%	\$3,740.00	100%	\$3,740.00	0%	\$0.00
A	Winterthur Viburnum 30"	65	EA	\$85.00	\$5,525.00	0%	\$0.00	100%	\$5,525.00	100%	\$5,525.00	0%	\$0.00
A	Prostrate Japanese Plum Yew 36"	33	EA	\$85.00	\$2,805.00	27%	\$765.00	73%	\$2,040.00	100%	\$2,805.00	0%	\$0.00
A	Leatherleaf Viburnum 36"	75	EA	\$85.00	\$6,375.00	61%	\$3,910.00	39%	\$2,465.00	100%	\$6,375.00	0%	\$0.00
A	Winter Red Winterberry 36"	58	EA	\$85.00	\$4,930.00	9%	\$425.00	91%	\$4,505.00	100%	\$4,930.00	0%	\$0.00
A	East Hop Hornbeam 2.5-3" cal	49	EA	\$410.00	\$20,090.00	39%	\$7,790.00	61%	\$12,300.00	100%	\$20,090.00	0%	\$0.00
A	Magnolia sieboldii	28	EA	\$525.00	\$14,700.00	21%	\$3,150.00	79%	\$11,550.00	100%	\$14,700.00	0%	\$0.00
B	Eastern Redbud 2.5-3" cal	43	EA	\$410.00	\$17,630.00	40%	\$6,970.00	60%	\$10,660.00	100%	\$17,630.00	0%	\$0.00
<b>SUBTOTAL SECTION 10</b>					<b>\$116,490.00</b>		<b>\$30,570.00</b>		<b>\$85,920.00</b>		<b>\$116,490.00</b>		<b>\$0.00</b>
<b>10</b>	<b>PROJECT SURVEY</b>												
A	Survey	1	LS	\$23,938.20	\$23,938.20	62%	\$14,787.64	0%	\$0.00	62%	\$14,787.64	38%	\$9,150.56
B	Monuments	1	LS	\$5,400.00	\$5,400.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$5,400.00
C	Lot Pins	1	LS	\$4,000.00	\$4,000.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$4,000.00
D	Asbuilt	1	LS	\$8,000.00	\$8,000.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$8,000.00
E	Construction Stakeout	1	LS	\$22,000.00	\$22,000.00	80%	\$17,600.00	0%	\$0.00	80%	\$17,600.00	20%	\$4,400.00
<b>SUBTOTAL SECTION 11</b>					<b>\$63,338.20</b>		<b>\$32,387.64</b>		<b>\$0.00</b>		<b>\$32,387.64</b>		<b>\$30,950.56</b>
<b>11</b>	<b>SUPERVISION/MOBILIZATION</b>												
A	Mobilization	1	LS	\$75,884.00	\$75,884.00	90%	\$67,942.00	5%	\$4,000.00	95%	\$71,942.00	5%	\$3,942.00
B	Project Management	1	LS	\$75,884.00	\$55,000.00	78%	\$43,000.00	18%	\$10,000.00	96%	\$53,000.00	4%	\$2,000.00
<b>SUBTOTAL SECTION 12</b>					<b>\$130,884.00</b>		<b>\$110,942.00</b>		<b>\$14,000.00</b>		<b>\$124,942.00</b>		<b>\$5,942.00</b>

SUBTOTAL ITEMS 1. THRU 11	\$1,751,294.98	87%	\$1,528,010.68	7%	\$124,460.43	94%	\$1,652,471.11	6%	\$98,823.87
10 % CONTINGENCY COST	\$175,129.50	0%	\$0.00	0%	\$0.00	0%	\$0.00	100%	\$175,129.50
5% ENGINEERING INSPECTION COST	\$87,564.75	74%	\$65,000.00	17%	\$15,000.00	91%	\$80,000.00	9%	\$7,564.75
<b>TOTAL CONSTRUCTION COST</b>	<b>\$2,013,989.23</b>		<b>\$1,593,010.68</b>		<b>\$139,460.43</b>		<b>\$1,732,471.11</b>		<b>\$281,518.12</b>
CURRENT ESTIMATE			<b>\$1,593,010.68</b>		<b>\$139,460.43</b>		<b>\$1,732,471.11</b>		<b>\$281,518.12</b>

BY: **CEDARVILLE Engineering Group, LLC**



RECOMMENDED FOR RELEASE: \_\_\_\_\_  
 Cedarville Engineering Group, LLC

12/14/2023  
 DATE

COMPLETED TO DATE \$1,732,471.11  
 PREVIOUS RELEASES \$1,593,010.68  
 RELEASE \$139,460.43

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:" line.

**DATE:** December 7, 2023

**SUBJECT:** Oakbourne Park  
MECO Constructors Inc.  
Payment Request No. 8

---

We have reviewed the attached Request for Payment [No. 8] 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 **\$328,500.00**.

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

Enclosure: Pay Request [No. 8]

## REQUEST FOR PAYMENT

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

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

Invoice: 8235110  
Draw: 8  
Invoice date: 11/30/2023  
Period ending date: 11/30/2023

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		\$3,855,904.16
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$385,590.42	
Total completed less retainage		\$3,470,313.74
Less previous requests	\$3,141,813.74	
Current request for payment		\$328,500.00
Current billing		\$365,000.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$36,500.00	
Current amount due		\$328,500.00
Remaining contract to bill	\$2,002,236.26	

Project: 1-23511-0  
Oakbourne Park Improvements

Contract date:

Architect:

Scope:

Marc Morfei

Approved 12/07/2023  
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: 

Subscribed and sworn to before me this 6<sup>th</sup> day of Dec, 2023

Date: 12/6/23

Notary Public 

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: 8235110

Draw: 8

Period Ending Date: 11/30/2023

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			0.90	595,800.00	0.10
8	Concrete Curb	LF	2,550.00	35.00	89,250.00	2,250.00	78,750.00	2,250.00	78,750.00	300.00
9	Bituminous Parking Lot Paving	SY	6,750.00	49.00	330,750.00	2,625.00	128,625.00	3,375.00	165,375.00	3,375.00
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	6,532.00
12	ADA Curb Ramps	EA	8.00	2,600.00	20,800.00	4.00	10,400.00	4.00	10,400.00	4.00
13	Concrete Dumpster Pad	LS	1.00	7,600.00	7,600.00	1.00	7,600.00	1.00	7,600.00	
14	Boulder Wall	LF	280.00	222.00	62,160.00			57.00	12,654.00	223.00
15	Parking Lot Light Poles	EA	2.00	17,750.00	35,500.00	1.80	31,950.00	1.80	31,950.00	0.20
16	Flagpole Lighting	LS	1.00	16,300.00	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	
18	ComfritStatinBldgFnd&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	150.00	55,200.00	150.00	55,200.00	150.00
21	Bit Pathway-Athletic Core Area	SY	1,400.00	60.00	84,000.00			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	0.25	26,500.00	0.25	26,500.00	0.75
28	StoneSeat/RetainWall@BsktblCrt	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 & Features	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: 8235110

Draw: 8

Period Ending Date: 11/30/2023 Detail Page 3 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	
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	0.25	19,825.00	0.25	19,825.00	0.75
37	ChnLnkFnc&Gates@PickballCourt	LF	215.00	123.00	26,445.00	50.00	6,150.00	50.00	6,150.00	165.00
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			0.50	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@TenisCourt	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			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			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			1.00	54,400.00	
65	GrndHydrants(2)&AssocPlumbing	LS	1.00	3,550.00	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: 8235110

Draw: 8

Period Ending Date: 11/30/2023

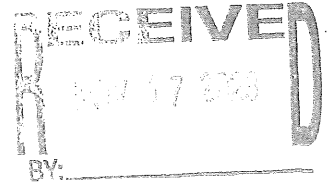
Detail Page 4 of 4 Pages

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			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	
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	
72	ResurfaceExistingGravelDrive	SY	1,100.00	34.00	37,400.00					1,100.00
73	Deciduous 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			1.00	98,891.41	0.00
AA5a	ConvExistingGravTrails-Asphlt	LS	1.00	121,300.00	121,300.00			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	
<b>Totals</b>					5,472,550.00		365,000.00		3,855,904.16	

**ASSESSMENT OFFICE  
CHESTER COUNTY, PENNSYLVANIA**

Statement of real estate subject to taxation in your district for the coming year.

Jon Altshul, Township Manager  
P.O. Box 79  
Westtown, PA. 19395



**STATEMENT OF VALUATIONS**

Real Estate Valuation (Including Mobile Homes)	\$ <b><u>828,832,155</u></b>
Public Utilities Valuation	\$ <b><u>698,490</u></b>

I hereby certify that the foregoing statement is a true and correct summary of all assessments within **Westtown** for the year ending October 31, 2023.

A handwritten signature in cursive script that reads "Jonathan B. Schuck".

Director Of Assessment

Date of Notification: **November 15, 2023**



# Check Register

Westtown Township

13-Dec-23

From: 05-Dec-23 To: 18-Dec-23

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 GENERAL FUND</b>					
17688	12/6/2023	605	ALPHA SPACE CONTROL C	\$17,903.40	O
17689	12/6/2023	1009	Ann Marie Cassidy	\$1,340.00	O
17690	12/6/2023	222	Brandywine Valley SPCA	\$358.54	O
17691	12/6/2023	1201	Charles A. Higgins & Sons, Inc	\$11,493.29	O
17692	12/6/2023	6990	Christinas Catering	\$3,360.00	O
17693	12/6/2023	1000300	Comcast Xfinity	\$10.54	O
17694	12/6/2023	1041	Fulton Financial Advisors	\$1,313,671.50	O
17695	12/6/2023	1000276	Municipal Capital	\$29,996.18	O
17696	12/6/2023	1000074	NAPA AUTO PARTS	\$85.23	O
17697	12/6/2023	15	Office Basics, Inc.	\$235.81	O
17698	12/6/2023	792	PA Twps Health Ins Coop Trus	\$5,052.06	O
17699	12/6/2023	153	Rothwell Document Solutions	\$1,121.34	O
17700	12/6/2023	5660	Susan Arnold Yoder	\$1,224.00	O
17701	12/6/2023	996	THE PROTECTION BUREAU	\$3,500.00	O
17702	12/6/2023	143	TMACC	\$600.00	O
17703	12/6/2023	7131	TP Trailers Inc.	\$8,795.00	O
17704	12/6/2023	1000102	WordTech Inc	\$1,774.29	O
17705	12/11/2023	981	A. J. Blosenski, Inc.	\$100.00	O
17706	12/11/2023	405540	Albert Federico Consulting, LL	\$3,975.00	O
17707	12/11/2023	32	AQUA PA	\$385.49	O
17708	12/11/2023	1044	ASSOCIATED TRUCK PART	\$40.01	O
17709	12/11/2023	6038	Cedarville Engineering Group	\$41,390.25	O
17710	12/11/2023	6038	Cedarville Engineering Group	\$11,861.73	O
17711	12/11/2023	7196	GreatAmerica Financial Svcs	\$171.00	O
17712	12/11/2023	1000597	NetCarrier Telecom Inc.	\$500.77	O
17713	12/11/2023	15	Office Basics, Inc.	\$670.31	O
17714	12/11/2023	1000721	Total Security Solutions, Inc.	\$22,054.20	O
<b>Bank Total:</b>				<b>\$1,481,669.94</b>	
<b>Bank Account: 4 Open Space Fund</b>					
1005	12/15/2023	1000835	Crebilly Farm Family Associate	\$60,000.00	O
<b>Bank Total:</b>				<b>\$60,000.00</b>	
<b>Bank Account: 8 Enterprise Fund</b>					
1535	12/6/2023	1000987	Kristin Lubrano Lobianco	\$385.00	O
1536	12/6/2023	5666	M&B Environmental, Inc.	\$2,932.67	O
1537	12/6/2023	1196	McGovern Environmental, LLC	\$3,270.00	O
1538	12/6/2023	1196	McGovern Environmental, LLC	\$3,325.86	O
1539	12/6/2023	1000791	Meco Constructors Inc.	\$11,734.00	O
1540	12/6/2023	357	W. G. Malden	\$495.60	O
<b>Bank Total:</b>				<b>\$22,143.13</b>	

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

13-Dec-23

From: 05-Dec-23 To: 18-Dec-23

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Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 15 Go Bond Series 2022 Proceeds</b>					
126	12/18/2023	1000791	Meco Constructors Inc.	\$244,955.49	O
<b>Bank Total:</b>				<b>\$244,955.49</b>	
<b>Bank Account: 18 Capital Project Fund</b>					
1312	12/18/2023	1000791	Meco Constructors Inc.	\$83,544.51	O
1313	12/18/2023	406052	Pennoni	\$6,700.00	O
<b>Bank Total:</b>				<b>\$90,244.51</b>	
<b>Total Of Checks:</b>				<b>\$1,899,013.07</b>	