

# WESTTOWN TOWNSHIP

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## AGENDA

### Westtown Township Board of Supervisors Regular Meeting

Tuesday, February 20, 2024 – 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 – February 20, 2024
- III. Approval of Board of Supervisors Meeting Minutes – February 5, 2024
- IV. Departmental Reports
  - A. Westtown East Goshen Police Department – Chief Bernot
  - B. Fire Marshal – Gerry DiNunzio
  - C. Finance Department – Cindi King
  - D. Planning Commission – Brian Knaub
- V. Public Comment (Non-Agenda Items)
- VI. Old Business - None
- VII. New Business
  - A. Public Hearing to Consider Adoption of Ordinance 2024-01 Amending Chapter 170 (Zoning) of the Westtown Township Code Regarding Off-Street Parking
  - B. Public Hearing to Consider Adoption of Ordinance 2024-02 Amending Chapter 63 (Burning) of the Township Code
  - C. Consider Resolution 2024-03 Supporting AMERICA250PA
  - D. Consider Approval of Resolution 2024-04 Designating Liudmila Carter as a Signatory for Township Bank Accounts
  - E. Consider Approval of Resolution 2024-05 Approving an Amendment to the Inter-municipal Police Services Agreement with East Goshen and Authorizing the Chair to Execute the Agreement to Suspend Reconciliation Provisions
  - F. Consider Approval of DEP Sewer Planning Module for 203 Cheyney Drive
  - G. Consider Approval of Payment Application #10 to MECO Constructors, Inc for \$75,523.50
  - H. Certification of Fire and Ambulance Volunteers for Township Tax Exemption
- VIII. Announcements
  - A. Paul Sookiasian has Resigned from the Historical Commission
  - B. The Township is Seeking Applications for the Township’s Historical, Parks & Recreation, and Environmental Advisory Commissions
  - C. CRC Streams Cleanup – 9 to 11:30 AM, Saturday March 16 at Various Locations
- 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, February 5, 2024 at 7:30 PM

Present were: Chair Tom Foster, Vice Chair Ed Yost, Police Commissioner Dick Pomerantz, Township Manager Jonathan Altshul, Assistant Township Manager and Director of Planning and Zoning Mila Carter, Public Works Director Mark Gross, Township Solicitor Patrick McKenna, Planning Commissioner Jim Lees, EAC member Bob Yeats, and Historical Commissioner Pamela Boulos. Approximately four guests were also present, including one participating remotely.

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

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

## **II. Board of Supervisors Summary of Workshop, February 5, 2024**

Mr. Foster reported that the Board met in Workshop prior to tonight's meeting to discuss the Township Solicitor's comments on the draft historical ordinance amendments and the results of the recent recreation survey, and to accept public comment.

Mr. Foster also reported that the Board met in Executive Session prior to Workshop to discuss personnel matters, real estate matters and legal matters with the Township Solicitor. The Board also met in Executive Session on Wednesday, January 17 and Thursday, January 18 to discuss personnel matters.

## **III. Approval of Meeting Minutes from January 16, 2024**

Mr. Yost made a motion to approve the meeting minutes from January 16. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

## **IV. Departmental Reports**

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

Mr. Gross reported that Public Works handled the two snow plowing events with minimal issues. He reported that the various storms had also resulted in multiple downed trees and large branches throughout the Township. He reported that the Department installed a drain at the Oakbourne Park playground to improve the playing surface. He also reported on a recent DEP inspection at the Wastewater Treatment Plant that went very well, and that he was very pleased with his wastewater crew for how they handled the inspection. He also reported that MECO had begun work on the retaining walls for the tennis courts earlier in the day as part of the Oakbourne Park construction project.

### **B. Planning Commission – Jim Lees**

Mr. Lees reported that at its last meeting on January 17, the Planning Commission discussed its 2024 priorities in advance of its upcoming Workshop discussion with the Board on February 20, as well as the Managed Meadow ordinance.

### **C. Historical Commission – Pamela Boulos**

Mr. Boulos reported that the Historical Commission's January meeting was canceled due to the weather, but that the Commission would be meeting with Pat McKenna to review his comments on the draft Historical Ordinance, and continuing to work on a proposal for a new historical marker, participation in the America 250 event, and the lecture series.

Mr. Yost asked whether the lecture series is posted on YouTube, to which Ms. Boulos responded that the plan is to post them all to YouTube.

Mr. Pomerantz praised Ms. Boulos for identifying focused and specific Commission priorities.

**D. Environmental Advisory Council (EAC) – Bob Yeats**

Mr. Yeats highlighted the EAC's four priorities that it wanted to focus on with the Board, including the Crebilly acquisition, composting, invasive removal and streambank restoration, and the creation of a Birdtown USA Committee. He added that the EAC had pivoted from planting a managed meadow in the Plumly Open Space towards streambank restoration along the creek that runs through that open space.

Mr. Pomerantz offered to serve as a Board liaison to the Birdtown USA Committee.

**E. Township Solicitor – Patrick McKenna**

Mr. McKenna reported on a number of legal initiatives he's been working on on behalf of the Township, including the outdoor burning ordinance, the parking ordinance, the Fox Clearing conditional use decision and the review of the draft historical ordinance amendments.

**F. Township Manager – Jonathan Altshul**

Mr. Altshul reported on continued issues with the trash hauler, especially resulting from the botched yard waste pick-up on January 13, and stated that staff was working with the hauler to address every missed house. He also reported that he is working to tee up all the capital projects to be ready, or close to be ready, to go out to bid in the next six weeks.

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

Bill McElhill, 1543 Carmac, asked that the Township issue credits for missed trash pickup. He stated that last year the Township Manager made a false statement that funds would be repurposed to obviate the need for future trash rate increases. He stated that the Township Manager failed to enforce Section 4.08 of the trash contract, and he asked that the Board review the employment contract of the Township Manager for nonperformance.

**VI. Old Business - None**

**VII. New Business**

**A. Consider Authorizing Execution of Second Amendment to Option & Land Lease, Access Easement Agreement and Written Consent with SBA Towers LLC for Cell Tower in Oakbourne Park**

Mr. Yost made a motion to authorize the Chair to execute the Second Amendment to Option and Land Lease and the Access Easement Agreement with SBA Towers, LLC and to approve the Written Consent as drafted. Mr. Pomerantz seconded.

Mr. Pomerantz asked for clarification about the financial terms of the ground lease. Mr. Altshul explained that the Township would receive \$20,000 upon execution of the agreements, but that the ground lease increases of between 3% and 5% annually would not take effect until mid-2026, when the current ground lease expires. He added that SBA needs sufficient lead time with a new ground lease in order to line up new agreements with the cell providers.

There was no further public comment, and the motion passed 3-0.

**B. Consider Authorizing Public Hearing on February 20 for Proposed Ordinance 2024-02 Regarding Outdoor Burning**

Mr. Yost made a motion to authorize a public hearing on February 20 to consider adoption of Ordinance 2024-02 regarding outdoor burning. Mr. Pomerantz seconded.

Pam Boulos, 200 Cheyney Drive, asked where she could find a copy of the draft ordinance, to which Ms. Altshul directed her to the meeting materials posted on-line for tonight's meeting.



The motion passed 3-0.

**C. Consider Authorizing Township Manager to Execute On-Lot Sewage Management Agreement for a Small Flow Treatment Plant at 203 Cheyney Drive**

Mr. Yost made a motion to authorize the Township Manager to execute the on-lot sewage management agreement between the Township and the owners of 203 Cheyney Drive. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

**D. Consider Letter to US Senators Fetterman and Casey in Support of Senate Bill 3568, the American Battlefield Protection Program Enhancement Act of 2024**

Mr. Yost made a motion to send a letter in support of SB 3568 to Senators Fetterman and Casey. Mr. Pomerantz seconded.

Mr. Foster explained that while he is supportive of the bill and the letter writing campaign, he had recently spoken with the program director for the American Battlefield Trust, who advised him that even if the bill passed, there would be a lengthy rulemaking process that could take up to four or five years and even then there would be no guarantee that there would be funds available for Crebilly.

There was no further public comment and the motion passed 3-0.

**E. Consider Payment Application #9 to MECO Constructors Inc for \$204,979.50**

Mr. Yost made a motion to approve payment application #9 to MECO Constructors for \$204,979.50. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

**F. Consider Letter to Aqua to Support West Chester Fire Department's Request for Two New Fire Hydrants on S. Concord Road**

Mr. Yost made a motion to support the Fire Department's request for two new hydrants on South Concord Road and authorize the Township Manager to send a letter of support to Aqua. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

**G. Consider Authorizing Friends of Oakbourne to Reapply for the Oakbourne Arboretum to be a Level I Arboretum through the ArbNet Arboretum Accreditation Program**

Mr. Yost made a motion to authorize Friends of Oakbourne to reapply for the Oakbourne Arboretum to be a Level I Arboretum through the ArbNet Arboretum Accreditation Program. Mr. Pomerantz seconded.

Rick Brown, President of Friends of Oakbourne, thanked the Board and staff, including Mark, Jon and Pam, for their work in support of Friends.

There was no further public comment and the motion passed 3-0.

**H. Consider Proposal from Roseann McGrath to Recruit New Township Manager**

Mr. Yost made a motion to accept the proposal from Roseann McGrath to conduct the search for a new Township Manager at a cost of \$125 per hour. Mr. Pomerantz seconded.

Mr. McElhill asked whether there would be citizen participation in the selection process, to which Mr. Pomerantz stated that the process for evaluating candidates was still being worked out.

There was no further public comment and the motion passed 3-0.

**I. Consider Proposal from Roseann McGrath to Recruit New Township Manager**

Mr. Yost made a motion to appoint Steve Pirone to the Parks and Recreation Commission for an unexpired 5-year term ending December 31, 2027. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

**VIII. Announcements**

Mr. Foster made the following announcements:

- A. The Board of Supervisors Written Decision Denying Fox Clearing LLC’s Conditional Use Application to Construct 85 Homes along Shiloh Road is Now Available on the Township Website**
- B. 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.
- C. Yard Waste Collection, Saturday, February 10** - Waste in plastic bags are not accepted. Branches under 3” in diameter must be cut approximately 3’ in length, bundled, and tied, and placed at the curb by 7:00 AM on collection day. No rocks, logs, stumps, dirt, or ashes will be taken.
- D. Holiday Office Closure, Monday, February 19 – Presidents Day** – The Board will hold its second meeting in February on Tuesday, February 20 at 7:30pm. Trash and recycling collection will not be impacted by the Presidents Day holiday.

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

Mr. Yeats expressed concern about there not being a “Plan B” to close the Crebilly funding gap. Mr. Foster assured Mr. Yeats that the Board was working on a plan with Natural Lands. Mr. Pomerantz stated that hopefully the Board and the public will know more soon.

**X. Payment of Bills**

Mr. Yost made a motion to approve the General Fund bills for \$353,604.93, Enterprise Fund bills for \$94,786.21, and Capital Project Fund bills for \$2,250.00, for a grand total of \$450,641.14. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

**XI. Adjournment**

There being no further business, Mr. Pomerantz made a motion to adjourn the meeting at 8:19PM.

Respectfully submitted,  
Jonathan Altshul  
Township Manager



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February 7, 2024

### Westtown Township incident report for January 2024

For January, there were 104 calls for service in Westtown (Fire and EMS). Forty-four incidents were in the West Chester Fire Department district and 60 in the Goshen Fire Company district. Year to date, there have been 104 calls for service.

The peak time for incidents in January was between 7 am and 7 pm.

The West Chester Fire Department responded to 12 calls for service, and the Goshen Fire Company responded to 19 calls for service. Of those 31 calls for service, there were multiple calls for trees and wires down and a tree into a house that caused significant damage to the home. These were related to the storm on January 9<sup>th</sup>, fortunately there were no serious injuries. It was also a busy month at the Westtown Market Place, with one fire alarm, two Carbon Monoxide alarms (on the same day caused by construction workers) and two pedestrians struck by vehicles in the parking lot.

The remaining 73 calls for service were medical responses handled by Good Fellowship EMS and Goshen Fire Company EMS.

I responded to one burning complaint on Hummingbird Lane, and the Citizens Bank in the Market Place contacted me about their CO alarm activating due to construction in the store next to theirs. I contacted the management company who reached out to the company performing the construction. I continued to work with Mila on a couple of land development projects.

There was no significant damage to Township infrastructure during the storm on January 9<sup>th</sup>.

Respectfully submitted,

Gerald R. DiNunzio, Jr  
Fire Marshal  
Emergency Management Coordinator

**WESTTOWN TOWNSHIP  
TREASURER'S REPORT  
JANUARY 2024**

<b>ACCT#</b>	<b>DESCRIPTION</b>	<b>1/1/2024 BALANCE</b>	<b>JANUARY RECEIPTS</b>	<b>JANUARY EXPENDITURES</b>	<b>1/31/2024 BALANCE</b>
<b>GENERAL FUND</b>		<b>\$7,490,249.43</b>	<b>\$3,892,886.13</b>	<b>-\$4,794,364.90</b>	<b>\$6,588,770.66</b>
01-100-001	Key Bank General Fund	\$345,933.39	\$1,398,842.65	(\$1,393,846.50)	\$350,929.54
01-100-015	Univest General Fund	\$2,053,091.88	\$798,923.16	(\$2,566,818.97)	\$285,196.07
01-100-100	PLGIT P-Card Prime	\$403,205.22	\$1,134.29	(\$166,460.98)	\$237,878.53
01-100-110	PLGIT P-Card Class	\$261.89	\$166,532.90	(\$166,460.98)	\$333.81
01-106-000	PLGIT Prime	\$3,467,034.70	\$16,241.38	\$0.00	\$3,483,276.08
01-106-100	PLGIT Class	\$568.82	\$2.49	\$0.00	\$571.31
01-106-115	Univest GF Savings	\$0.00	\$1,505,109.29	(\$500,010.00)	\$1,005,099.29
01-107-000	KBCM Investments	\$1,219,725.00	\$6,079.97	(\$767.47)	\$1,225,037.50
01-110-000	Petty Cash	\$428.53	\$20.00	\$0.00	\$448.53
<b>OPEN SPACE FUND</b>		<b>\$25,767.17</b>	<b>\$12,452.67</b>	<b>\$0.00</b>	<b>\$38,219.84</b>
04-106-000	Open Space - PLGIT Prime	\$18,597.11	\$87.12	\$0.00	\$18,684.23
04-106-100	Open Space - PLGIT Class	\$7,170.06	\$12,365.55	\$0.00	\$19,535.61
<b>SEWER FUND</b>		<b>\$3,062,716.49</b>	<b>\$621,404.32</b>	<b>-\$332,457.53</b>	<b>\$3,351,663.28</b>
08-100-000	Key Enterprise Fund Checking	\$546,099.96	\$80,874.74	\$0.00	\$626,974.70
08-100-002	Key Prepaid UB Cash	\$345.28	\$521,208.13	(\$332,457.53)	\$189,095.88
08-100-015	Univest Enterprise Checking	\$472,033.88	\$9,745.19	\$0.00	\$481,779.07
08-106-000	PLGIT Prime	\$2,044,237.37	\$9,576.26	\$0.00	\$2,053,813.63
<b>REFUSE FUND</b>		<b>\$699,076.58</b>	<b>\$147,494.07</b>	<b>-\$7,973.07</b>	<b>\$838,597.58</b>
09-100-000	Key CASH - REFUSE FUND	\$389,980.30	\$0.00	\$0.00	\$389,980.30
09-100-015	Univest CASH - REFUSE FUND	\$309,096.28	\$147,494.07	(\$7,973.07)	\$448,617.28
<b>OBP BOND PROCEED FUND</b>		<b>\$1,095.22</b>	<b>\$4.79</b>	<b>\$0.00</b>	<b>\$1,100.01</b>
15-106-000	OBP Bond - PLGIT Prime	\$514.26	\$2.33	\$0.00	\$516.59
15-106-100	OBP Bond - PLGIT Class	\$580.96	\$2.46	\$0.00	\$583.42
<b>CAPITAL PROJECT FUNDS</b>		<b>\$662,981.06</b>	<b>\$672,808.82</b>	<b>-\$679,578.48</b>	<b>\$656,211.40</b>
18-100-010	Key Capital Project Checking	\$4,990.64	\$0.00	(\$4,990.64)	\$0.00
18-100-015	Univest Capital Projects Checking	\$0.00	\$13,988.42	(\$8,340.50)	\$5,647.92
18-100-100	Key CIP - Sewer	\$339,880.87	\$7.45	(\$339,888.32)	\$0.00
18-100-105	Univest CP Oakbourne Park Master	\$0.00	\$39,051.02	(\$5,992.50)	\$33,058.52
18-100-115	Univest CP Special Projects	\$0.00	\$53,790.90	\$0.00	\$53,790.90
18-100-125	Univest Thorne Drive Basin	\$0.00	\$74,053.84	(\$2,250.00)	\$71,803.84
18-100-205	Univest Credit Card Rewards	\$0.00	\$151,213.79	\$0.00	\$151,213.79
18-100-300	Key CP Oakbourne Park Master Plk	\$39,051.02	\$6.97	(\$39,057.99)	\$0.00
18-100-600	Key CP - Special Projects	\$53,790.90	\$0.00	(\$53,790.90)	\$0.00
18-100-625	Key CP - Thorne Drive Basin	\$74,053.84	\$0.00	(\$74,053.84)	\$0.00
18-100-700	Key Credit Card Rewards	\$151,213.79	\$0.00	(\$151,213.79)	\$0.00
18-100-805	Univest CP Sewer	\$0.00	\$340,696.43	\$0.00	\$340,696.43
<b>ARPA FUND</b>		<b>\$1,222,250.01</b>	<b>\$5,725.65</b>	<b>\$0.00</b>	<b>\$1,227,975.66</b>
19-100-000	ARPA FUND - PLGIT	\$1,222,250.01	\$5,725.65	\$0.00	\$1,227,975.66
<b>DEBT SERVICE FUNDS</b>		<b>\$702,332.21</b>	<b>\$816,517.10</b>	<b>-\$702,355.81</b>	<b>\$816,493.50</b>
23-100-100	Key 2021 DS (WEGO 2012)	\$16,870.23	\$0.00	(\$16,870.23)	\$0.00
23-100-105	Univest 2022 DS (Oakbourne Park)	\$0.00	\$213,271.52	(\$13.00)	\$213,258.52
23-100-150	Key 2022 DS (Oakbourne Park)	\$173,911.75	\$4.99	(\$173,916.74)	\$0.00
23-100-200	Key 2021 DS (Sewer 05/12)	\$173,217.03	\$1.90	(\$173,218.93)	\$0.00
23-100-300	Key 2021 DS (SE06/11)	\$338,333.20	\$3.71	(\$338,336.91)	\$0.00
23-100-805	Univest 2021 DS (05/12)	\$0.00	\$197,717.03	\$0.00	\$197,717.03
23-100-815	Univest 2021 DS (SE06)	\$0.00	\$405,517.95	\$0.00	\$405,517.95
<b>CAPITAL RESERVE FUNDS</b>		<b>\$6,544,295.35</b>	<b>\$75,594.60</b>	<b>\$0.00</b>	<b>\$6,619,889.95</b>
30-122-000	GF Univest MM Capital Rsv (U)	\$3,001,925.69	\$29,007.82	\$0.00	\$3,030,933.51
30-122-001	GF Univest MM Capital Rsv (D)	\$2,059,787.63	\$9,563.75	\$0.00	\$2,069,351.38
30-122-200	WW Univest MM Capital Rsv (D)	\$1,482,582.03	\$37,023.03	\$0.00	\$1,519,605.06

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**WESTTOWN TOWNSHIP  
TREASURER'S REPORT  
JANUARY 2024**

<u>ACCT#</u>	<u>DESCRIPTION</u>	<u>1/1/2024 BALANCE</u>	<u>JANUARY RECEIPTS</u>	<u>JANUARY EXPENDITURES</u>	<u>1/31/2024 BALANCE</u>
<b>LIQUID FUEL FUNDS</b>		<b>\$4,480.35</b>	<b>\$1.52</b>	<b>\$0.00</b>	<b>\$4,481.87</b>
35-100-000	Liquid Fuels Checking Account	\$0.00	\$0.00	\$0.00	\$0.00
35-100-002	Liquid Fuels Money Market	\$4,480.35	\$1.52	\$0.00	\$4,481.87
<b>BILLBOARD ESCROW FUND</b>		<b>\$46,199.45</b>	<b>\$54.21</b>	<b>\$0.00</b>	<b>\$46,253.66</b>
40-100-035	Univest 1594 W Chester Realty Esc	\$17,497.51	\$44.46	\$0.00	\$17,541.97
40-100-102	Key Billboard Landscapes Escrow	\$23,389.97	\$7.95	\$0.00	\$23,397.92
40-100-115	Key FLINTLOCK (Rustin Res.) Esc	\$5,311.97	\$1.80	\$0.00	\$5,313.77
<b>GRAND TOTAL - ALL FUNDS</b>		<b>\$20,461,443.32</b>	<b>\$6,244,943.88</b>	<b>(\$6,516,729.79)</b>	<b>\$20,189,657.41</b>
	Key Bank Totals	\$3,900,579.49	\$2,007,041.78	(\$3,092,409.79)	\$2,815,211.48
	PLGIT Totals	\$7,164,420.40	\$211,670.43	(\$332,921.96)	\$7,043,168.87
	Univest Totals	\$9,396,014.90	\$4,026,211.67	(\$3,091,398.04)	\$10,330,828.53
	Petty Cash	\$428.53	\$20.00	\$0.00	\$448.53

# WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall, 1039 Wilmington Pike  
Wednesday, February 7, 2024 – 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 was Director of Planning & Zoning Mila Carter.

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

Mr. Embick called the meeting to order at 7:03 PM.

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

Mr. Hatton made a motion to adopt the agenda. Mr. Lees seconded. All were in favor of the motion.

## **Approval of Minutes (RH/JL) 5-0-1**

Mr. Hatton made a motion to adopt the meeting minutes from January 17, 2024. Mr. Lees seconded. Mr. Flynn abstained due to his absence at that meeting. All were in favor of the motion.

## **Announcements**

1. Ms. Carter announced that the public hearing for amendments to Chapter 170, Article XVII, Off-Street Parking and Loading has been scheduled for February 20, 2024.
2. Ms. Carter also announced that the public hearing for amendments to Chapter 63, Open Burning has been scheduled for February 20, 2024.
3. Ms. Carter also clarified that the Zoning Hearing Board (ZHB) hearing for 1115 S. Concord Road has been scheduled for March 14, 2024.

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

1. Colin Chavous, 1001 S Walnut Street, asked about the progress on his ZHB application and explained that he would like to propose a six-foot privacy fence to address the concerns raised by neighbors on Broadway Street. He suggested to provide screening by planting 7-foot high trees every 4 feet, which would grow up to 20 feet high. Mr. Embick explained that the hearing had been closed and the decision was in the hands of the Zoning Hearing Board. Ms. Carter added that she would contact Mr. Chavous regarding when the written decision will be issued.

## **New Business**

### **1. ZHB Application – 1115 S Concord Road**

David Brown, 1115 S Concord Road, explained that he has submitted an application to request special exception for construction of an accessory dwelling unit and a variance to encroach 10 feet into the mandated side yard setback. His proposal included the construction of a detached 2-car garage with an accessory dwelling unit above it for his wife's parents. Mr. Brown described his property of more than 1 acre with the house very close to one side property line. He clarified that a new building was proposed to be approximately 15 feet from the side property line and not 10 feet as was noted on the submitted plan, and would be connected to the house via breezeway. Mr. Brown showed that if placed within the required setback of 25 feet, the garage would end up behind the house. He referred to pictures that show substantial exterior renovation that has been completed since he purchased it. Mr.

Embick explained the process for granting of special exception and variances and directed Mr. Brown's attention to the criteria which he should be prepared to address before the ZHB. He also questioned whether or not the applicant met the hardship requirement. Mr. Brown believed that the hardship is that the chosen location is the only suitable placement of the new building due to layout of the lot and existing house and driveway.

Mr. Lees asked whether Mr. Brown talked to his neighbor along the property line where the setback relief was needed and asked Mr. Brown to verify the number of proposed bedrooms. Mr. Brown clarified that only one bedroom was proposed with another room being used as an office space without a closet. Mr. Lees pointed out that the application package included the first page of the approved on-lot sewage permit from the Chester County Health Department (CCHD), but no site plan, and asked whether a new system would be built to accommodate the ADU. Mr. Brown explained that a new system was installed when he purchased the property over 2 years ago and that the addition of the ADU only requires an adjustment to the size of existing drainfield. He noted the location of septic tank and drainfield on the site plan. Mr. Brown also verified that it was a traditional seepage bed. Mr. Flynn asked whether the applicant could decrease the size of the building. Mr. Brown explained that it was meant to provide a quality space for his parents-in-law. Mr. Lees asked about the number of cars and access to garages. Mr. Brown believed there was enough space for parking and access.

Mr. Flynn asked whether a separate street address would be needed for the ADU. Ms. Carter did not think so, considering that it would be accessible via same driveway. Ms. Carter also cautioned that if a breezeway was to be open on more than two sides, the garage would be considered detached and should comply with setbacks for accessory structures in which case a different variance would be needed. Mr. Lees asked whether the ADU would have a separate electric system. Mr. Brown did not believe to be the case.

Mr. Embick suggested reviewing the special exception and variance criteria to determine if the application meets those. He believed that the proposal was consistent with the Comprehensive Plan, the property was suitable for addition of a new building, there was an adequate sewer capacity, there was no significant impact on the character of the neighborhood and the proposal provided an economic benefit of increased property value. However, Mr. Embick did not believe that the owner could meet the hardship standards, because there was plenty of room to build a garage somewhere else on the property even though it might be inconvenient. He suggested that the applicants reevaluate the amount of dimensional variance needed, and to request the minimum necessary to accommodate a new building. Mr. Brown explained that with the 15-foot setback, a new building would only be 2 feet from the corner of the house, therefore, there was no opportunity to request smaller amount of relief without having to encroach behind the house.

Mr. Embick asked whether the Planning Commission was ready to make a motion. Mr. Flynn made a motion to recommend approval of the ZHB application for special exception to allow for the ADU, and to recommend denial of the same application for variance relief from the mandatory side yard setback because the Planning Commission did not believe there was sufficient ground for the variance request. Mr. Lees seconded. Mr. Knaub suggested that the Planning Commission not make any recommendation on the variance request. Mr. Embick asked whether the members would like to consider any conditions. Mr. Lees suggested that the applicant decrease the amount of needed relief. Mr. Embick suggested that the applicant consider legal guidance to assist at the hearing. Ms. Carter suggested that the applicant modify the plans and come back to the next meeting. Mr. Brown agreed to that. Motion was withdrawn.

## **2. ZHB Application – 109 Piper Lane**

Steven Dinkel, 109 Piper Lane, explained that he has submitted an application to request a

variance to encroach 9 feet into the mandated swimming pool setback. Mr. Hatton asked whether Mr. Dinkel discussed the variance request with his neighbors. Mr. Dinkel responded that he contacted the neighbor along the property line where the relief was needed, and received positive feedback. Mr. Hatton suggested he get something in writing from the neighbor prior to the hearing. Mr. Hatton explained that the property was developed to avoid encroachment into riparian buffer and steep slopes and to accommodate placement of stormwater management facility. David Lisanti, the applicant's engineer, explained that the stormwater is being collected via underground drain pipes from the house and is directed into the seepage bed. He noted that based on the additional impervious coverage proposed, an additional stormwater management facility would be needed.

Mr. Dinkel explained that when he purchased the house, he was told by the builder that the lot was eligible for a pool. He argued that the size of the property was sufficient to accommodate a pool. Mr. Lees asked about the distance between the proposed pool and existing stormwater management facility. Mr. Lisanti explained that it would be installed at a sufficient distance, and talked about the proposed vegetative screening along the side of the property. Mr. Embick asked about the size of the proposed pool. Mr. Dinkel confirmed it would be about 700 square feet. Mr. Lees asked about setbacks between pool equipment and the property lines. Mr. Lisanti believed it would be 15 feet as required. Mr. Dinkel added that the pool equipment would be screened from view by plantings or other means. Mr. Hatton asked whether the applicant had considered a smaller pool and patio. Mr. Dinkel believed a 700 square foot size pool to be of an average size which would accommodate their family needs. He also explained that patio would be used as an outdoor gathering space. Mr. Embick asked whether the construction would have any implications on the existing and proposed underground seepage bed. Mr. Lisanti detailed how the runoff would be directed into a new system. He felt that the location of both existing seepage bed and storm manholes were the biggest obstacles to placing a pool. Mr. Lisanti believed that 85 to 90 per cent of pools in Chester County were between 550 to 800 square feet.

Mr. Embick asked about the inspections of the existing stormwater management easement. Ms. Carter confirmed that it was a part of the recorded subdivision plan and associated operation and maintenance agreement with the Township and the Homeowner's Association (HOA), where all such facilities were subject to inspections. She added that the applicant would have to submit a post-construction stormwater management plan for review and approval by the Township engineer. Mr. Flynn felt that if the applicant adjusted the pool size, then there would be no need for a variance. Mr. Embick suggested that the applicant could make a case for unnecessarily hardship because of the way the property was configured and existing constraints, such as the location and extent of steep slopes and a required 75-foot riparian buffer from the stream. He agreed with Mr. Flynn that the applicant could build a pool to comply with the required setback requirements and suggested the applicant consider reducing the amount of incursion into the setback. Mr. Lees suggested moving the pool closer to the house. There was a discussion on other potential layout options of the proposed pool to be in compliance with the Code. Mr. Embick asked whether the Township staff would like to impose any conditions. Ms. Carter expressed concern about the access to the existing stormwater management facility. There was a discussion on how the easement was currently accessed. Mr. Dinkel agreed to the condition pertaining to access.

Motion to recommend approval to the Zoning Hearing Board of the variance request to allow proposed pool to be set 16 feet from the side property line, with a condition that the access to the stormwater management facility be retained. JF/JL (6-0)

### **3. Planning Commission Report 2023**

Mr. Embick referred to the report prepared by Mr. Hatton, which summarized the Planning Commission activities for the past year and proposed several priorities for this year. Mr.



Embick suggested for the report to be discussed with the Board of Supervisors at their scheduled workshop. He asked whether the PC members had any comments pertaining to the report and proposed priorities. Mr. Hatton wished that the discussions on ordinance amendments could be done quicker. Mr. Embick thought that the ordinance amendment process was very involved with many moving parts which required time. Mr. Flynn asked about the status of the conditional use application for a visual arts center at 1632 West Chester Pike. Ms. Carter responded that the Township has an extension until the end of March, and that there was no communication from the applicant. The PC members discussed the proposed priorities listed in the report. Mr. Hatton believed that changes to the flexible development procedures were long overdue. Mr. Embick expressed his support that the environmental impact assessment requirement be considered. Ms. Carter suggested a list of high priorities. Mr. Embick recited items related to flexible development procedure, open space calculations, environmental impact assessment, renewable energy, and historic preservation. There was a discussion on the number of priority items. Mr. Hatton noted that the EAC was in support of renewable energy. The PC members finalized the suggested list.

### **Old Business**

#### **1. Ordinance Amendments – Off-Street Parking**

Ms. Carter explained that the Planning Commission has already recommended approval of the proposed draft, which was sent to the Chester County Planning Commission for review. Mr. Hatton asked whether the PC had sufficient time to discuss the review letter considering the upcoming hearing date. Ms. Carter explained that the PC and the Board have already extensively reviewed the draft in consultation with the Township traffic consultant and the solicitor. She believed that the main takeaway from the County's review is an expressed support for reduction of parking requirements. Ms. Carter further noted that the County's comment about the parking increase for new shopping centers is addressed by proposed reserve parking requirements. She asked the members' feedback whether these recommendations should be considered. Mr. Hatton wondered whether the comment about maintenance responsibilities for shared parking should be incorporated. Mr. Flynn suggested to postpone the discussion until the next meeting after the Commission had a chance to review it. Mr. Embick suggested an alternative to pass these recommendations to the Board for consideration. Mr. Flynn also suggested for the members to provide comments, if any, to Ms. Carter. The Planning Commission agreed.

#### **2. Priorities for 2024 and Joint Meeting Preparation**

Mr. Embick noted that the annual report and priority items as discussed and agreed on by the Commission would be presented to the Board. Mr. Embick suggested to Ms. Carter that if the Board would like to propose priorities for the Commission's considerations, these suggestions would be welcomed.

### **Reports**

1. Mr. Hatton made the EAC report from the January 23 meeting.
2. Mr. Lees made the BOS report from the February 5 meeting.

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

The meeting was adjourned at 8:46 PM.

Respectfully submitted,  
Mila Carter  
Planning Commission Secretary

**ORDINANCE 2024 - 01**

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF WESTTOWN, CHAPTER 170, ZONING, ARTICLE XVII, OFF-STREET PARKING AND LOADING, BY AMENDING THE FOLLOWING: §170-1702, SIZE; §170-1704, HANDICAPPED PARKING; §170-1705, SCHEDULE OF REQUIRED PARKING; §170-1706, SHARED PARKING; §170-1707, PARKING RESERVE AREA; §170-1708, PARKING STANDARDS FOR SINGLE-FAMILY RESIDENTIAL DWELLINGS; AND §170-1709, SHOPPING CENTER PARKING.**

**BE IT ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that certain provisions of Chapter 170, Zoning, of the Code of the Township of Westtown, as amended, be further amended as follows:

**SECTION 1.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1702, Size, Subsection A(3), shall be amended to read as follows:

(3) In the case of churches, schools and office parks, where parking is at a ninety-degree angle and a twenty-four-foot aisle is provided, the spaces shall be nine feet by eighteen feet.

**SECTION 2.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1704, Handicapped parking, Subsection A, shall be amended to read as follows:

A. In any parking area where the total number of parking spaces exceeds five, a minimum of one space for each 25 total spaces or fraction thereof shall be designed and designated for physically handicapped persons. Number of spaces: Any parking lot including four or more off-street parking spaces shall include a minimum of one handicapped space. The following number of handicapped spaces shall be provided, unless a revised regulation is officially established under the Federal Americans with Disabilities Act:

<b>Total number of parking Spaces on Lot</b>	<b>Required Minimum Number/ Percent of handicapped Parking Spaces</b>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4

<b>Total number of parking Spaces on Lot</b>	<b>Required Minimum Number/ Percent of handicapped Parking Spaces</b>
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of required number of spaces
1,001 or more	20, plus 1% of required number of spaces over 1,000

**SECTION 3.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1705, Schedule of required parking, Subsection B(1), shall be amended to read as follows:

- (1) Indoor retail businesses: Parking or storage space for all vehicles used in the conduct of business, plus five parking spaces per 1,000 square feet of floor area of rooms accessible to customers. For a shopping center, see §170-1709.

**SECTION 4.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1705, Schedule of required parking, Subsection B(6)(b), shall be amended to read as follows:

- (b) Fast-food restaurants providing drive-through window service shall be sited in such a manner that at least 10 vehicles can stand in line awaiting such service without blocking access to otherwise required parking spaces.

**SECTION 5.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1705, Schedule of required parking, Subsection B(8), shall be amended to read as follows:

- (8) Grocery store or supermarket: Six spaces per 1,000 square feet of gross leasable area, unless part of a shopping center containing an additional 50,000 square feet or more of retail space, in which case this requirement shall be considered to be met through compliance with the overall shopping center requirements, as stipulated in §170-1709.

**SECTION 6.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1706, Shared parking, shall be amended to read as follows:

**§170-1706 Shared parking.**

- A. The parking spaces required by §170-1705 may be reduced when two or more uses on abutting lots share a parking area, subject to the following conditions:
  - (1) That some portion of the shared off-street parking area lies within 200 feet of an entrance, regularly used by patrons, into the buildings served by the shared parking facilities.
  - (2) Pedestrian facilities comply with current standards for accessibility and §149-916.
  - (3) Access and parking easements are prepared and recorded for each property affected by the shared parking.
- B. The minimum amount of shared parking required shall be based on the application of the below percentages to the parking required for each land use as per §170-1705.

Use	Weekday			Weekend		
	9 AM to 6 PM	6 PM to 12 AM	12 AM to 9 AM	9 AM to 6 PM	6 PM to 12 AM	12 AM to 9 AM
Offices	100%	10%	5%	10%	5%	5%
Retail and Service Uses	60%	90%	5%	100%	70%	5%
Hotel/Motel	60%	100%	100%	60%	100%	100%
Restaurant	50%	100%	10%	80%	100%	10%
Entertainment	40%	100%	10%	80%	100%	10%
Other Uses	The Board shall determine with which of the preceding categories any unlisted use shall comply.					

- C. The applicant shall execute a written declaration that provides, in relevant part, that the minimum amount of shared parking required, based on the application of the percentages contained in §170-1706.B, shall be maintained at all times. The Township Solicitor shall review the declaration, as to form, content, and execution, which shall be finally approved by the Board of Supervisors. A draft of the declaration shall be submitted with the application for a building permit, and the final version of the declaration shall be retained by the Township and made a part of the property file.
- D. Shared or common parking lots shall be provided with appropriate signage indicating the buildings and/or uses for which the spaces have been made available.

**SECTION 7.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1707, Parking reserve area, shall be amended to read as follows:

**§170-1707 Parking reserve area.**

The number of parking spaces to be constructed may be up to 30% less than the number required herein only where the following conditions are met to the satisfaction of the Township:

- A. Evidence is submitted firmly documenting that the special nature of the proposed occupancy or use of the building requires less parking area or fewer spaces than that required by this article.
- B. The land development plan submitted by the applicant indicates that the location and layout of 50% of the required parking area deemed unnecessary at the time of application can and will be constructed on the surface of the site, according to the requirements of this article, in the event that the Township determines at any time that this parking is necessary and in the interest of the public health, safety, and welfare.
- C. In no event shall that authorized portion of the required parking area which is not to be constructed, but reserved for possible future use, be counted as open space or other unpaved area required by other provisions of this chapter.
- D. The parking reserve area shall be designed so that any required minimum area of vegetative cover would be maintained in the event that the parking reserve area is subsequently developed.
- E. The parking reserve area shall be landscaped according to an approved plan and in accordance with §170-1507 of this chapter.
- F. The parking reserve area shall have no building, whether temporary or permanent, erected on it at any time.
- G. Prior to approving a change of use or other modification that results in a requirement for greater total off-street parking, the applicant must demonstrate continued compliance with this article.

**SECTION 8.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1708, Parking standards for single-family residential dwellings, Subsection C, shall be amended to read as follows:

- C. Areas devoted to surface parking may occupy no more than 50% of any required front, side, or rear yard, and shall comply with §170-1701.D of this chapter.

**SECTION 9.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1709, Shopping center parking, Subsection A, shall be amended to read as follows:

- A. Except as specified in subsection C below, a minimum of 5 spaces shall be provided for each 1,000 square feet of gross leasable area, or fraction thereof, within the proposed

shopping center.

**SECTION 10.** Chapter 170, Zoning, Article XVII, Off-Street Parking and Loading, §170-1709, Shopping center parking, new Subsection C, shall be added and shall read as follows:

C. The number of parking spaces for an existing shopping center may be reduced to 3.5 for each 1,000 square feet of gross leasable area, or fraction thereof, within the shopping center only when the following conditions are met to the satisfaction of the Township:

(1) The applicant shall submit to the Township for review and approval a Parking Study which includes:

- a) Evidence documenting that the nature of the proposed occupancy or use of the buildings require less parking area or fewer spaces than that required by this article.
- b) Documentation of parking occupancy based on two separate observations completed during peak summer and winter periods, the specific time of which are confirmed with the township traffic engineering prior to collecting data.
- c) A comparison of the observed and proposed parking relative to the 85th percentile parking demand presented in the Institute of Transportation Engineer's Parking Generation, latest edition.

(2) An area equal to 10% of the parking being removed will be landscaped, including full depth removal of the existing paving.

**SECTION 11.** If any sentence, clause or section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or validity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Board of Supervisors that this ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

**SECTION 12.** All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

**SECTION 13.** This ordinance will be effective five (5) days after enactment.

**ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

**Westtown Township  
Board of Supervisors**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Tom Foster, Chair

\_\_\_\_\_  
Ed Yost, Vice Chair

\_\_\_\_\_  
Richard Pomerantz, Police Commissioner

# Memo

To: Westtown Township Board of Supervisors  
From: Liudmila Carter, Director of Planning & Zoning  
Date: February 16, 2024  
Re: Ordinance Amendments – Off-Street Parking and Loading

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Pursuant to the Pennsylvania Municipalities Planning Code, the Chester County Planning Commission has reviewed and provided recommendations on the proposed ordinance amendments to Chapter 170, Article XVII, Off-Street Parking and Loading. The review letter dated February 7, 2024 is enclosed.

The Township staff consulted with Albert Federico, the traffic consultant, who worked with the Planning Commission and the Board to prepare the draft ordinance, to determine whether these recommendations shall be considered in the proposed language. In response to the County's comments, we offer the following:

- The County's comment #3 is to some extent addressed by already adopted regulations, including Chapter 126 Property Maintenance Code, §170-1514 Outdoor Lighting, §170-1703 Design and Maintenance Standards.
- In response to the County's comment #4, the rationale is that a reduction, if desired by the applicant, would be pursued as reserve parking.
- In response to the County's comment #5, the review and approval of a parking study required for a reduction in the number of parking spaces for an existing shopping center will be triggered by land development application submitted for modifications to a property.





# THE COUNTY OF CHESTER



COMMISSIONERS  
Josh Maxwell  
Marian D. Moskowitz  
Eric M. Roe

Brian N. O'Leary, AICP  
Executive Director

PLANNING COMMISSION  
Government Services Center, Suite 270  
601 Westtown Road  
P. O. Box 2747  
West Chester, PA 19380-0990  
(610) 344-6285 Fax (610) 344-6515

February 7, 2024

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

Re: Zoning Ordinance Amendment - Off-Street Parking and Loading  
# Westtown Township – ZA-01-24-17963

Dear Mr. Altshul:

The Chester County Planning Commission has reviewed the proposed Zoning Ordinance Amendment as submitted pursuant to the provisions of the Pennsylvania Municipalities Planning Code, Section 609(e). The referral for review was received by this office on January 17, 2024. We offer the following comments to assist in your review of the proposed amendment.

## DESCRIPTION:

1. The Township proposes the following amendments to Article XVII, Off-Street Parking and Loading, of its Zoning Ordinance:
  - A. Amend the parking space size standards set forth in Section 170-1702.A(3);
  - B. Amend the handicapped parking requirements in Section 170-1704.A;
  - C. Update the section reference provided at the end of Section 170-1705.B(1);
  - D. Correct a typographical error in Section 170-1705.B(6)(b);
  - E. Update the section reference provided at the end of Section 170-1705.B(8);
  - F. Amend the shared parking standards in Section 170-1706;
  - G. Amend the parking reserve area standards in Section 170-1707, including amending the introductory language to state that the number of parking spaces to be constructed may be up to 30% less than the number required, only when the following conditions are met;
  - H. Amend the parking standards for single-family residential dwellings set forth in Section 170-1708.C, by adding that they shall also comply with the location requirements set forth in Section 170-1701.D;
  - I. Amend the shopping center parking standards set forth in Section 170-1709.A; and
  - J. Add a new subsection C to Section 170-1709, that would allow the number of parking spaces for an existing shopping center to be reduced to 3.5 for each 1,000 square feet of gross leasable area, following review and approval of a parking study in accordance with the standards in this section.
2. It is our understanding that the proposed shopping center parking standards in Section 170-1709.C would accommodate the construction of a bank building with drive-through facilities in the Marketplace at Westtown Shopping Center located on the south side of West Chester Pike east of Manley Road, along with others that meet the requirements of the proposed ordinance language. The County Planning Commission supports the reduction in the required number of parking spaces and the concept of shared parking in appropriate situations to reduce impervious surfaces and reduce stormwater runoff.

Page: 2  
Re: Zoning Ordinance Amendment - Off-Street Parking and Loading  
# Westtown Township - ZA-01-24-17963

It is also our understanding that the applicant has submitted a sketch plan to the Township for this development in accordance with the proposed parking standards. While not required by Act 247, the Pennsylvania Municipalities Planning Code, this sketch plan submission has not been submitted for our review. We note that the County Planning Commission offers reviews of sketch plans at no cost to the applicant or municipality.

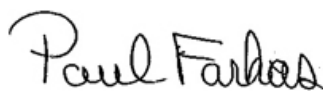
COMMENTS:

3. We suggest that the shared parking standards set forth in Section 170-1706.A should also require that the applicant address the maintenance responsibilities, lighting, and snow removal of shared parking areas, particularly for those areas where more than one property owner may be involved.
4. While proposed Section 170-1709.C provides for the reduction of parking spaces for an existing shopping center, Section 9 of the draft Ordinance proposes to increase the minimum number of parking spaces required for a shopping center provided in Section 170-1709.A from 4.5 parking spaces for each 1,000 square feet of gross leasable area, or fraction thereof, to 5 spaces. The Township should provide their rationale for this proposed increase at this time.
5. For clarity purposes, the Township should clearly identify in Section 170-1709.C(1) what would trigger the review and approval of a parking study required for a reduction in the number of parking spaces for an existing shopping center.
6. Additional information on parking facility policy and design issues, including links to reference materials, is provided in the following documents available on the County Planning Commission website:
  - Parking Facilities: Policy Planning eTool - <https://www.chescoplanning.org/MuniCorner/Tools/ParkingPolicy.cfm>.
  - Parking Facilities: Design Planning eTool - <https://www.chescoplanning.org/MuniCorner/Tools/ParkingDesign.cfm>.
  - Parking Design Element, Multimodal Circulation Handbook (2016 Update) - <https://www.chescoplanning.org/MuniCorner/MultiModal/14-Parking.cfm>.

**RECOMMENDATION: The Township should consider the comments in this letter before acting on the proposed zoning ordinance amendment.**

We request an official copy of the decision made by the Township Supervisors, as required by Section 609(g) of the Pennsylvania Municipalities Planning Code. This will allow us to maintain a current file copy of your ordinance.

Sincerely,



Paul Farkas  
Senior Review Planner

**ORDINANCE 2024-02**

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE TOWNSHIP OF WESTTOWN, CHAPTER 63, BURNING, OPEN, BY REDESIGNATING §63-1, OUTDOOR BURNING RESTRICTED, TO §63-3; §63-2, BURNING OF TRASH AND DOMESTIC WASTE MATERIAL, TO §63-7; §63-3, BURNING OF BRUSH, GRASS OR WOOD, TO §63-8; §63-4, BURNING OF LEAVES OR COMMERCIAL/INDUSTRIAL WASTE, TO §63-9; §63-5, BURNING ON PUBLIC ROADS, TO §63-10; §63-6, PERMISSION REQUIRED TO BURN ON PRIVATE PROPERTY, TO §63-11; §63-7, FIRE BAN DUE TO DROUGHT, TO §63-12; §63-8, AUTHORITY TO EXTINGUISH FIRES, TO §63-13; §63-9, VIOLATIONS AND PENALTIES, TO §63-14; AND ADDING NEW §63-1, DEFINITIONS; §63-2, PURPOSE; §63-4, OUTDOOR BURNING GENERAL REQUIREMENTS; §63-5, RECREATIONAL FIRES; AND §63-6, BONFIRES.**

**BE IT ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that certain provisions of Chapter 63, Burning, Open, of the Code of the Township of Westtown, as amended, be further amended as follows:

**SECTION 1.** Part II, General Legislation, Chapter 63, Burning, Open, §63-1, Outdoor burning restricted, shall be redesignated to §63-3 and read as follows:

**§63-3 Outdoor burning restricted.**

It shall henceforth be unlawful to burn or authorize (or, on one's own property, to permit) another to burn anything outdoors anywhere within the Township, except as otherwise permitted in this Chapter.

**SECTION 2.** Part II, General Legislation, Chapter 63, Burning, Open, §63-2, Burning of trash and domestic waste material, shall be redesignated to §63-7 and read as follows:

**§63-7 Burning of trash and domestic waste material.**

It shall henceforth be unlawful to burn or authorize (or, on one's own property, to permit) another to burn paper, rubbish or other domestic waste material outdoors anywhere within the Township, unless:

- A. The fire is confined within a burn barrel or incinerator placed on an even flat noncombustible surface at least ten feet from any structure, tree (including canopy), vehicle, utility pole or utility equipment, and from any property line.

**SECTION 3.** Part II, General Legislation, Chapter 63, Burning, Open, §63-3, Burning of brush, grass or wood, shall be redesignated to §63-8 and read as follows:

**§63-8 Burning of yard waste.**

It shall henceforth be unlawful to burn or authorize (or, on one's own property, to permit) another to burn yard waste anywhere within the Township, unless the fire is confined within a burn barrel or incinerator as defined in this Chapter and which meets the requirements of §63-7 above, or if all of the following conditions are met:

- A. The burning of yard waste shall be limited to tree trimmings.
- B. The burning area of yard waste shall not exceed five feet in diameter and three feet in height.
- C. The burning of yard waste shall occur at least 15 feet from any structure, tree (including canopy), vehicle, utility pole, utility equipment, and property line.
- D. A person shall maintain a 15-foot minimum cleared area free of trees, shrubs and other combustible materials around the burning of yard waste.

**SECTION 4.** Part II, General Legislation, Chapter 63, Burning, Open, §63-4, Burning of leaves or commercial/industrial waste, shall be redesignated to §63-9 and read as follows:

**§63-9 Burning of commercial/industrial waste**

It shall henceforth be unlawful to burn or authorize (or, on one's own property, to permit) another to burn commercial/industrial waste material outdoors anywhere within the Township at any time.

**SECTION 5.** Part II, General Legislation, Chapter 63, Burning, Open, §63-5, Burning on public roads, shall be redesignated to §63-10 and read as follows:

**§63-10 Burning on public roads or in proximity to utility poles or utility equipment**

It shall henceforth be unlawful to burn or authorize (or, on one's own property, to permit) another to burn leaves, brush, grass, wood, paper, rubbish or other materials, or to light any fire upon or within five feet of a public road or curb, or to light any fire within five feet of a utility pole or utility equipment.

**SECTION 6.** Part II, General Legislation, Chapter 63, Burning, Open, §63-6, Permission required to burn on private property, shall be redesignated to §63-11.

**SECTION 7.** Part II, General Legislation, Chapter 63, Burning, Open, §63-7, Fire ban due to drought, shall be redesignated §63-12 and shall read as follows:

**§63-12 Fire ban due to drought**

It shall henceforth be unlawful to light or authorize (or, on one's own property, to permit) another to light or attempt to light any outdoor fire when a ban on such fires has been publicly announced by the Commonwealth of Pennsylvania, Chester County, the Board of Supervisors, or their authorized representative, in a time of drought.

**SECTION 8.** Part II, General Legislation, Chapter 63, Burning, Open, §63-8, Authority to extinguish fires, shall be redesignated to §63-13.

**SECTION 9.** Part II, General Legislation, Chapter 63, Burning, Open, §63-9, Violations and penalties, shall be redesignated to §63-14.

**SECTION 10.** Part II, General Legislation, Chapter 63, Burning, Open, shall be amended to include new §63-1, Definitions, which shall read as follows:

**§63-1 Definitions**

For the purposes of this Chapter, the following terms shall have the meanings ascribed to them herein:

**BONFIRE**

An outdoor open fire used in conjunction with a recognized ceremony of a community, educational, service or scouting organization. A bonfire does not include family gatherings or celebrations.

**BURNING**

The act of consuming by fire; to flame, char, scorch, or blaze. As used in this ordinance, smoldering shall have the same meaning as burning and any smoldering shall be deemed a burning.

**BURN BARREL**

An enclosed freestanding container with a screen cover designed to prevent flying debris, equipped with a spark- or amber-arresting device, which has a total fuel area of two feet or less in diameter and three feet or less in height with a maximum capacity of 55 gallons.

**CHIMINEA**

An outdoor device that has a single-mouth opening to fuel the fire with fresh air and a chimney.

**CLEAN WOOD**

Natural wood material which has not been treated with preservative chemicals, has not been painted or stained, and does not contain resins or glues as in plywood or other composite wood products.

**COMMERCIAL/INDUSTRIAL WASTE**

Dry waste generated by commercial or industrial establishments, including stores, offices, restaurants, warehouses and nonmanufacturing activities at industrial facilities.

**DOMESTIC WASTE**

Customary wastes from kitchens, baths, showers, sinks, water closets, lavatories and laundries.

**FIRE PIT or FIRE RING**

An aboveground or below-ground freestanding open structure constructed of stone, masonry, brick, metal or other noncombustible material or combination thereof designed to contain and control fire and prevent it from spreading. A fire pit does not include charcoal- or gas-powered grills that are only intended to be used for cooking purposes.

**INCINERATOR**

Any device, apparatus, equipment or structure constructed of nonflammable materials used for burning of domestic waste and yard waste or other materials as permitted by this Chapter at high temperatures for destruction.

**OPEN FIRE**

A controlled burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

**OUTDOOR FIREPLACE**

An outdoor freestanding structure constructed of stone, masonry, brick, metal or other noncombustible material or combination thereof with an enclosed burn chamber, solid or screened opening and chimney with spark arrestor.

**PORTABLE BURNING UNIT**

An outdoor portable aboveground commercially manufactured wood-burning or propane or natural gas device equipped with a spark- or ember-arresting device used for entertainment purposes or heating.

**RECREATIONAL FIRE**

An outdoor fire used to cook food for human consumption, entertainment purposes, or providing warmth contained in a stationary structure or portable device, including outdoor fireplace, fire pit, fire ring, chiminea and portable burning unit with or without a removable cover.

**STRUCTURE**

Any form or arrangement of building materials involving the necessity of providing proper support, bracing, anchorage or other protection. Such arrangement shall have a permanently fixed location in or on the ground. Structures include, but are not limited to, primary and accessory buildings, open sheds and similar enclosures with less than four walls and/or a roof, signs, fences or walls over six feet in height, detached aerials and antennas, decks, porches, platforms, recreational courts, swimming pools, tents, tanks, and towers.

**YARD WASTE**

Plant material that comes from yard and lawn maintenance and other landscaping and gardening activities, and includes leaves, wood branches, grass clippings, garden residue, tree trimmings, shrubbery and other vegetative material.

**SECTION 11.** Part II, General Legislation, Chapter 63, Burning, Open, shall be amended to include new §63-2, Purpose, which shall read as follows:

**§63-2 Purpose**

The purpose of this Chapter is to:

1. Provide for the public health, safety and welfare of the citizens of Westtown Township.
2. Prevent nuisances caused by outdoor burning.
3. Clarify the requirement for the burning of trash, domestic waste, and yard waste.
4. Provide criteria and standards for recreational fires and bonfires.
5. Encourage the use of recreational fires by Westtown Residents for their enjoyment.
6. Avoid erroneous calls to the Fire Department.

**SECTION 12.** Part II, General Legislation, Chapter 63, Burning, Open, shall be amended to include new §63-4, Outdoor burning general requirements, which shall read as follows:

**§63-4 Outdoor burning general requirements**

In addition to the more specific criteria for the specific type of burning, the following general criteria shall apply to all outdoor burning within the Township:

- A. A person shall maintain a minimum of a single five-pound ABC portable fire extinguisher or a garden hose connected to a water source and a shovel in proximity to the outdoor burning for immediate utilization.
- B. A person, who is over 18 years old, shall continuously attend the burning until the burning is fully extinguished.
- C. No burning shall be conducted under any roofing, awning, or

similar overhead covering, or indoors.

- D. No combustible or flammable liquid fuels shall be used to light or relight a fire.
- E. Outdoor burning shall only occur between the hours of 8:00 a.m. and 4:00 p.m., except as otherwise permitted in this Chapter.

**SECTION 13.** Part II, General Legislation, Chapter 63, Burning, Open, shall be amended to include new §63-5, Recreational fires, which shall read as follows:

**§63-5 Recreational fires**

In addition to the standards contained in §63-4, recreational fires are permitted if all of the following criteria are met:

- A. The burning area of a recreational fire shall not exceed forty-four (44) inches in circumference and two (2) feet in height, except for a chiminea and outdoor fireplace.
- B. Portable burning units utilized for recreational fires shall be used strictly in adherence with all manufacturer's guidelines and specifications and shall only be placed on a flat noncombustible surface, such as brick, concrete, rock, or heavy-gauge metal.
- C. A recreational fire shall be located a minimum of ten (10) feet from any structure, tree (including canopy), vehicle, utility pole, utility equipment, and property line.
- D. The burning materials of a recreational fire shall be clean wood, charcoal or wood chips products, except for those utilizing propane or natural gas devices as described in this chapter.
- E. A person shall obtain a permit for a recreational fire structure that is constructed as a part of a building or an accessory structure, and the recreational fire structure shall meet the requirements of Township Building Code and any other applicable code.
- F. All recreational fires shall be extinguished before midnight.

**SECTION 14.** Part II, General Legislation, Chapter 63, Burning, Open, shall be amended to include §63-6, Bonfires, which shall read as follows:

**§63-6 Bonfires**

In addition to the standards contained in §63-4, bonfires are permitted if all of the following criteria are met:

- A. The burning area of a bonfire shall not exceed five feet in diameter and ten feet in height.
- B. A bonfire shall be located a minimum of fifty (50) feet from the nearest structure, tree (including canopy), vehicle, or utility pole, utility equipment, and twenty (20) feet from any property line.



- C. A person shall maintain a fifteen-foot cleared area free of trees, shrubs and other combustible materials immediately around a bonfire.
- D. The burning materials of a bonfire shall be clean wood, charcoal or wood chips products.
- E. A person shall notify the Westtown Township Fire Marshal by calling the non-emergency Chester County telephone line at 610-436-4700 at least 24 hours prior to setting a bonfire.
- F. There shall be no more than three bonfires on three consecutive days on a single parcel. A bonfire shall be extinguished daily no later than 10:00 p.m.

**SECTION 15.** If any sentence, clause or section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or validity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Board of Supervisors that this ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

**SECTION 16.** All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

**SECTION 17.** This ordinance will be effective five (5) days after enactment.

**ENACTED AND ORDAINED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Attest:**

**Westtown Township  
Board of Supervisors**

\_\_\_\_\_  
Secretary

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

\_\_\_\_\_  
Edward Yost, Vice Chair

\_\_\_\_\_  
Richard Pomerantz, Police Commissioner

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WESTTOWN  
TOWNSHIP SUPPORTING THE PENNSYLVANIA COMMISSION FOR  
THE UNITED STATES SEMIQUINCENTENNIAL**

**WHEREAS**, the Pennsylvania legislature and the Governor created AMERICA250PA in 2018 to plan, encourage, develop and coordinate the commemoration of the 250<sup>th</sup> anniversary of the United States and Pennsylvania's integral role in that event and the role of its people in the nation's past, present and future; and

**WHEREAS**, AMERICA250PA hopes to engage all Pennsylvanians and all 67 counties through their many officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Pennsylvanians' contributions to the nation over the last 250 years; and

**WHEREAS**, by adoption of AMERICA250PA's four pillars of EPIC, we hope to educate, preserve, innovate, and celebrate.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Westtown Township, Chester County, Pennsylvania hereby endorses AMERICA250PA and its mission to educate, preserve, innovate and celebrate every Pennsylvanian in every county; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to the Chester County legislative delegation [cc250@chescof.org](mailto:cc250@chescof.org) and AMERICA250PA Commission.

**ADOPTED** this 5<sup>th</sup> day of February, 2024.

*[Remainder of page intentionally left blank]*

Westtown Township  
Board of Supervisors

ATTEST:

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Township Secretary

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Thomas Foster, Chair

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Edward Yost, Vice Chair

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Richard Pomerantz, Police Commissioner



## Chester County 250

28 W. Market Street, West Chester, PA 19382 (610) 696-8211  
[cc250@chescofc.org](mailto:cc250@chescofc.org) <https://america250chesco.org/>

*Commemorating our nation's 250th anniversary throughout 2026 with inclusive programs that inspire Americans to renew and strengthen our daring experiment in democracy.*

January 9, 2024

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

Dear Mr. Altshul:

### **In 2026, America celebrates the 250<sup>th</sup> anniversary of the founding of our nation.**

With a national goal of being the largest and most inclusive celebration in U.S. history, 250 Commissions have been formed at the national, state and county levels. In 2022, the Chester County Commissioners appointed the America 250 PA Chester County Commission (CC250) to kick off planning. **Chester County 250's overarching goal is to promote interactive, inclusive, and compelling experiences throughout 2026 to commemorate and celebrate America's 250<sup>th</sup> anniversary.** The commemoration will extend through 2027 with the 250<sup>th</sup> anniversary of the Battle of the Brandywine and Philadelphia Campaign, all leading to Washington's subsequent encampment at Valley Forge.

### **Join Us to Make History!**

We invite all of Chester County's municipalities to join the commemoration and celebration of the 250<sup>th</sup> anniversary of the nation's founding.

### **Here's how you can help!**

- Dare to Declare!** Visit <https://america250chesco.org/Partners.html> to take the pledge as a municipality to become a **Chester County 250** partner. Your municipality will be listed as a partner on CC250's website, and we'll co-promote your 250 programs and events, plus make you aware of possible funding opportunities.
- Become an America 250 PA Partner.** PA250 aims for 100% participation of Pennsylvania's cities, townships and boroughs. A sample municipal resolution is enclosed. Details at [https://www.america250pa.org/Official\\_Partners](https://www.america250pa.org/Official_Partners).
- Share information with your residents.** Help get the word out that **250 is Coming!** by sharing a short description and the **Chester County 250** website in your newsletters. Please link to us on social media.
- Share Ideas/Make Plans.** Starting on **January 26th, zoom in at noon** on the last Friday of each month to learn what others are doing throughout the region. Open to all, these sessions will lead to in-person regional June/July forums. Flier attached. Call (610) 696-8211 or visit <https://america250chesco.org/> to register.

There is so much to be done to renew and strengthen our daring experiment in democracy. **Let's inspire and engage all members of our communities in the commemoration of America's founding, connecting Chester County's stories to the nation's past, present and future.**

***250 is Coming!* Join us as we journey - together - to 2026.**

David Blackburn  
Chair  
CC250 Commission

Winifred Moran-Sebastian, Esq.  
First Vice-Chair  
CC250 Commission

James Garrison  
Second Vice-Chair  
CC250 Commission

MaryFrances McGarrity  
Secretary  
CC250 Commission

Heather P. Reiffer  
Senior Program Associate  
CC 250 Management Team  
610.585.2734 direct

**America 250 PA Sample Resolution**  
**An electronic copy of the signed resolution should be provided via email**  
**to [cc250@chescocf.org](mailto:cc250@chescocf.org) and [Victoria@America250PA.org](mailto:Victoria@America250PA.org)**

**A RESOLUTION OF THE (CITY/BOROUGH/TOWNSHIP) OF (----), COMMONWEALTH OF PENNSYLVANIA, SUPPORTING THE PENNSYLVANIA COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250PA)**

**WHEREAS**, the Pennsylvania legislature and the Governor created AMERICA250PA in 2018 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Pennsylvania's integral role in that event and the role of its people on the nation's past, present and future; and

**WHEREAS**, AMERICA250PA hopes to engage ALL Pennsylvanians and ALL 67 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Pennsylvanians contributions to the nation over the last 250 years; and

**WHEREAS**, by adoption of AMERICA250PA' s four pillars of EPIC, we hope to educate, preserve, innovate, and celebrate.

**NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED**, that the (City/Township/Borough) of (----) hereby endorses AMERICA250PA and its mission to educate, preserve, innovate and celebrate EVERY Pennsylvanian in EVERY county; and

**IT IS FURTHER RESOLVED** that a copy of this resolution be sent to the Chester County legislative delegation [cc250@chescocf.org](mailto:cc250@chescocf.org) and AMERICA250PA Commission.

ADOPTED by the \_\_\_\_\_ of the County of Chester, the Commonwealth of Pennsylvania, this

\_\_\_\_\_ day of \_\_\_\_\_, 202\_.

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**250 is Coming! 250 is Coming!**

America 250 PA Chester County (CC250) commemorates our nation's 250<sup>th</sup> anniversary with interactive, inclusive experiences in our community throughout 2026.

Join us to explore Chester County's role in American history and consider how we can continue to build a more perfect union for all.

We encourage all to be involved, to make this a true celebration and commemoration by **We The People**.

For more info, to join forums and zoom sessions, &/or to take the partnership pledge, visit <https://america250chesco.org/Partners.html>



Questions? Ideas? Contact CC250, 28 W. Market St., West Chester PA 19382 at 610.696.8211 [cc250@chescof.org](mailto:cc250@chescof.org) <https://america250chesco.org/>

**Like/Share**



<https://www.facebook.com/Chesco250>

<https://www.instagram.com/chesco250/>

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<https://www.youtube.com/@Chesco250>




**JOIN US TO MAKE HISTORY**

In 2026, America celebrates the 250<sup>th</sup> anniversary of the founding of our nation. Let's inspire and engage all our communities in commemoration of America's founding, connecting Chester County's stories to the nation's past, present and future



**★ ★ ★**  
**ZOOM IN TO MAKE HISTORY! 4<sup>th</sup> Friday monthly at noon**  
 Fri., 1/26/24 250 Is Coming! What Does This Mean for Chester County?  
 Fri., 2/23/24 How Is Valley Forge National Historic Park getting Ready for 250? With Rose Fennell, Superintendent, U.S. National Park Service  
 Fri., 3/22/24 What Does It Mean to Be "Visitor Ready" for 250: Self Assessment Checklist with Donna Ann Harris, Heritage Consulting, Philly  
 Fri., 4/26/24 Getting Ready for 250 with Donna Ann Harris, Heritage Consulting, Philly  
 Fri., 5/24/24 250 is Coming!  
 Register for free at [https://chester.fcsuite.com/erp/donate/list/event?event\\_date\\_id=2222](https://chester.fcsuite.com/erp/donate/list/event?event_date_id=2222)



CC250 invites all of Chester County's municipalities, boroughs, cities, towns, institutions, organizations, businesses, nonprofits, neighborhoods and residents to join in the year-long commemoration and celebration of the 250<sup>th</sup> anniversary of the nation's founding on July 4, 2026

**We need your help. Join us as we journey - together - to 2026**



**MAKE HISTORY ★ INSPIRE & ENGAGE  
START NOW**

<https://america250chesco.org/> [cc250@chescof.org](mailto:cc250@chescof.org) 610.696.8211

America250PA Chester County is an initiative of Chester County Government in partnership with the Community Foundation

**RESOLUTION 2024-04**

**A RESOLUTION DESIGNATING LIUDMILA CARTER,  
ASSISTANT TOWNSHIP MANAGER, AS AN AUTHORIZED CHECK  
SIGNER**

**BE IT RESOLVED**, that the Board of Supervisors of Westtown Township hereby authorizes Liudmila “Mila” Carter, Assistant Township Manager, as an authorized signatory for Township bank accounts.

**ADOPTED** as a Resolution this 20<sup>th</sup> day of February, 2024.

Westtown Township  
Board of Supervisors

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Thomas Foster, Chair

---

Edward Yost, Vice-Chair

---

Richard Pomerantz, Police Commissioner

ATTEST:

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Jonathan Altshul  
Township Secretary

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-05**

**A RESOLUTION OF THE WESTTOWN TOWNSHIP BOARD OF SUPERVISORS AUTHORIZING AN AMENDMENT TO THE INTERMUNICIPAL POLICE SERVICES AGREEMENT WITH EAST GOSHEN TOWNSHIP TO SUSPEND THE RECONCILIATION PROVISION THROUGH SEPTEMBER 30, 2025.**

**WHEREAS**, Westtown Township is a signatory to an Inter-municipal Police Services Agreement with East Goshen Township, amended most recently on October 5, 2021;

**WHEREAS**, Westtown Township and East Goshen Township plan to suspend the Reconciliation Provision under Article VII (Budget), Section B; Paragraph 3 of that Police Services Agreement through September 30, 2025;

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania to approve the attached Agreement to Suspend Reconciliation Provision with East Goshen Township.

**RESOLVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**WESTTOWN TOWNSHIP  
BOARD OF SUPERVISORS**

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

ATTEST:

\_\_\_\_\_  
Edward Yost, Vice Chair

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

\_\_\_\_\_  
Richard Pomerantz, Police Commissioner



**WESTTOWN EAST GOSHEN POLICE**  
**AGREEMENT TO SUSPEND RECONCILIATION PROVISION**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by and between East Goshen Township ("East Goshen") and Westtown Township ("Westtown"), both of which are Townships of the Second Class organized in the Commonwealth of Pennsylvania, situated in the County of Chester (collectively called "the Townships").

**WHEREAS**, the Townships are currently served by a regional police department known as the Westtown-East Goshen Regional Police Department (the "Department") which was created pursuant to an agreement ("the Agreement") dated September 15, 1981; as amended; and,

**WHEREAS**, the Townships have amended the Agreement on multiple occasions since the Department was created, most recently on October 5, 2021;

**WHEREAS**, the Agreement articulates how the costs for operating the Department are shared between the Townships, specifically through a Police Protection Unit ("PPU") model whereby Westtown is responsible for 44.5% and East Goshen is responsible for 55.5% of the Department's operating costs;

**WHEREAS**, the Agreement last amended on October 5, 2021, includes a reconciliation provision ("Reconciliation Provision") under Article VII (Budget), Section B; Paragraph 3, that requires one Township to reimburse the other if actual PPUs in any given year deviate by more than 0.5% from the 44.5%-55.5% target;

**WHEREAS**, Thornbury Township, which had received police services on a contract basis from the Department for many years, opted to not renew its contract with the Department, effective on or around December 31, 2023; and

**WHEREAS**, the 44.5%-55.5% cost allocation formula was developed based on historical trends that reflected the Department also providing services to Thornbury Township;

**NOW, THEREFORE**, in consideration of the mutual promises hereinafter contained, and intending to be legally bound, the Townships hereto agree to suspend the Reconciliation Provision from October 1, 2023 through September 30, 2025.

*[Remainder of page left intentionally blank]*

The effective date of this Agreement shall be \_\_\_\_\_, 2024.

**EAST GOSHEN TOWNSHIP**

\_\_\_\_\_  
Derek Davis  
Secretary

\_\_\_\_\_  
Michele Truitt  
Chair

\_\_\_\_\_  
Date

**WESTTOWN TOWNSHIP**

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

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

\_\_\_\_\_  
Date



August 7, 2023

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

Dear Jon:

Subject: 203 Cheyney Drive

A. SUBMISSION

This office has reviewed the Sewage Facilities Planning Module for the installation of a Small Flow Treatment Facility (SFTF) at the subject location. This is the first submission to Carroll Engineering Corporation, and we offer the following comments:

B. GENERAL

The current on-lot disposal system serving the property is failing, and the soil is not suitable for installing a replacement septic system. Future planning for the Township does not include a public sewer extension to the property, and another method of treatment is required. The proposed SFTF will discharge into a dry swale that runs through several nearby properties. All affected property owners have been notified of the proposed work.

C. PLANNING MODULE

1. The package is missing the Cultural Resource Notice form and the PHMC submission receipt under Section G.6. **PHMC Receipt is included.**
2. In the DEP mailer checklist, the last item under Section J should be marked as N/A. The PNDI was completed, and clearance was received from all agencies, so the PNDI Long Project Form is not required and is not included in the package. **Revised.**
3. In the DEP mailer checklist, the item under Section K should be checked. The previous Permeability Tests are included in the package. **Revised.**
4. Section K in the module form should also be checked. **Revised.**

*Today's Commitment to Tomorrow's Challenges*

Corporate Offices:  
949 Easton Road  
Warrington, PA 18976  
215.343.6700

630 Freedom Business Center  
Third Floor  
King of Prussia, PA 19406  
610.672.7099

433 Lancaster Avenue  
Suite 200  
Malvern, PA 19355  
610.489.5100

105 Raider Boulevard  
Suite 200  
Hillsborough, NJ 08844  
908.874.7600

Jon Altshul, Manager  
Westtown Township  
Page 2  
August 7, 2023

5. In the DEP mailer checklist, the 4<sup>th</sup> item under Section R should be checked. While the property is seeking fee exemption on the grounds of malfunction repair, the package does provide the parcel and deed information. **Revised.**
6. On the Plot Plan, a note should be made under the Soil Type that the property is not in prime agricultural land, per Section G.1.
7. To fulfill the requirements of Section Q, the Township should establish an operation and maintenance agreement with the owner for the function and oversight of the SFTF. If the Township does not have an agreement prepared, this office can provide an example document.

The revised Planning Module should be forwarded to this office for review.

Should you have any questions or require additional information, please feel free to contact this office.

Very truly yours,

CARROLL ENGINEERING CORPORATION



William N. Malin, P.E.  
Vice President

WNM:cam

cc: Gabrielle Landis, All County & Associates, Inc.  
Jessica Serpe, G.I.T., CEC



**SENT VIA ELECTRONIC MAIL ONLY**

November 23, 2020

Mr. Bob Burdett  
203 Cheyney Drive  
West Chester, PA 19382

Re: Application for Planning Modules  
Checklist Letter – Component 3s  
203 Cheyney Drive Project  
DEP Code No. 1-15972-265-3s  
Westtown Township, Chester County

Dear Mr. Burdett:

In response to your application mailer, this checklist letter outlines what is required to be submitted to the municipality and the Department of Environmental Protection (DEP) as a complete module packet for the proposed development. The project proposes a small flow treatment facility that will serve an existing dwelling. This project is located at 203 Cheyney Drive, in Westtown Township, Chester County.

Sewage Facilities Planning Module forms are available online at [www.dep.pa.gov](http://www.dep.pa.gov). At the top of the page, select **Businesses**, then **Water**. On the right-side of the page, select the following: **Bureau of Clean Water; Wastewater Management; Act 537; and Sewage Facilities Planning**. Select the appropriate forms from the center of the page.

Your project requires the following forms. Please enter the above-referenced DEP Code Number on the first page of each form.

Sewage Facilities Planning Module Transmittal Letter, Form 3850-FM-BCW0355  
Sewage Facilities Planning Module Resolution, Form 3850-FM-BCW0356  
Sewage Facilities Planning Module Component 3s, Form 3800-FM-BPNPSM0353s

- Instructions
- Form

Sewage Facilities Planning Module Component 4

- 4A-Municipal Planning Agency Review, Form 3850-FM-BCW0362A
- 4B-County Planning Agency Review, Form 3850-FM-BCW0362B
- 4C-County or Joint Health Department Review, Form 3850-FM-BCW0362C

Please submit the completed planning modules and supporting information to the municipality or municipalities in which the project is located. DEP must receive 3 copies of the completed planning module. Please answer all questions within the planning module. Do not simply

answer “N/A” or “Not Applicable”. If you feel a question does not apply, explain all reasons to support that answer.

Please refer to the Standard Operating Procedures (SOP) that govern Act 537 sewage facilities planning module reviews. The SOPs can be found on the DEP website. Consistent with the SOP, DEP may disapprove an administratively incomplete planning module submission. Please use the checklist provided in this letter below to guide both you and the municipality in providing an administratively complete planning module submission to DEP for review.

A copy of this letter should be attached to the planning module when submitted through the municipality to DEP. This letter is to be used by the applicant (or the applicant’s authorized representative) as a checklist and guide to completing the planning modules and does not supersede the rules and regulations found in Chapter 71. The municipality must submit a complete module package. (See end of letter for applicant and municipal certification statements.)

In all cases, address the immediate and long-range sewage disposal needs of the proposal and comply with 25 Pa. Code, Chapter 71, Subchapter C relating to New Land Development Plan Revisions.

If you have any questions concerning the information required, please contact me at 484.250.5182.

Sincerely,



Kelly A. Sweeney  
Sewage Planning Specialist 2  
Clean Water

cc: Chester County Health Department (via email)  
Chester County Planning Commission (via email)  
Westtown Township (via email)  
Planning Section  
Re 30

<b>Applicant Checklist</b> (✓ or N/A)	<b>Materials Required to be Included in the Planning Package</b>	<b>DEP Completeness Review</b>
<b>DEP Checklist Letter</b>		
x	DEP checklist letter is attached with items checked off by the applicant (or applicant's authorized representative) as included	
x	DEP checklist letter certification statement completed and signed	
<b>Transmittal Letter (Form 3800-FM-BPNPSM0355)</b>		
x	Transmittal Letter is attached, completed and the appropriate boxes in Section (i) are checked.	
	Transmittal Letter is signed by the municipal secretary	
<b>Resolution of Adoption (Form 3800-FM-BPNPSM0356)</b>		
	Resolution of Adoption is attached and completed	
	Resolution of Adoption is signed by the municipal secretary	
	Resolution of Adoption has a visible municipal seal	
<b>Component 4A - Municipal Planning Agency Review (Form 3800-FM-BPNPSM0362A)</b>		
n/a	Component 4A is attached, completed and signed	
n/a	Municipal Responses to Component 4A comments are included	
<b>Component 4B – County Planning Agency Review (Form 3800-FM-BPNPSM0362B)</b>		
n/a	Component 4B is attached, completed and signed	
n/a	Municipal Responses to Component 4B comments are included	
<b>Component 4C – County or Joint Health Department Review (Form 3800-FM-BPNPSM0362C)</b>		
x	Component 4C is attached, completed and signed	
x	Municipal Responses to Component 4C comments are included	
<b>Component 3s Sewage Facilities Planning Module (Form 3800-FM-BPNPSM0353s)</b>		
<i>Section A: Project Information</i>		
x	Section A.1. The Project Name is completed	
x	Section A.2. The Brief Project Description is completed	
x	Section A.3.a. The appropriate box regarding the type and amount of waste is checked	
x	Section A.3.b. The appropriate box regarding site testing is checked	
x	All Site Investigation and Percolation Test Reports for Onlot Disposal of Sewage (Form 3800-FM-BPNPSM0290A) are attached, whether suitable or not suitable	
x	Section A.3.c. The appropriate box regarding the Chapter 93 designation of the receiving stream is checked	

<i>Section B: Client Information</i>		
x	Client Information is completed	
<i>Section C: Site Information</i>		
x	Site Information is completed	
x	A copy of the 7.5 minute USGS Topographic map is attached with the development site outlined, as required by the instructions and the checklist	
<i>Section D: Project Consultant Information</i>		
x	Project Consultant Information is completed	
<i>Section E: Availability of Drinking Water Supply</i>		
x	The appropriate box is checked in Section E	
x	For existing public water supplies, the name of the company is provided	
x	For public water supplies, the certification letter from the public water company is attached	
<i>Section F: Project Narrative</i>		
x	The Project Narrative is attached	
x	All information required in the module directions has been addressed	
<i>Section G: General Site Suitability &amp; Proposed Wastewater Disposal Facilities</i>		
x	Section G.1. The plot plan is attached and contains all items in the module instructions under Section G.1	
x	Section G.2. The residual tract planning waiver request information is completed	
x	The plot plan will show the proposed sewer facilities and the point of discharge	
n/a	Copies of easement(s) or right-of-way(s) are attached	
x	Section G.3. The Social Economic Justification box is checked indicating whether or not the project will discharge to special protection waters	
n/a	The Social or Economic Justification is attached	
x	If discharge to an intermittent stream, dry swale or manmade ditch is proposed, provide evidence that a certified letter has been sent to each owner of property over which the discharge will flow until perennial conditions are met	
x	Section G.4. The boxes are checked regarding Wetland Protection	
x	Section G.5. The boxes are checked regarding Primary Agricultural Land	

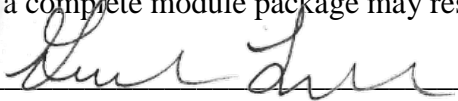


x	Section G.6. The boxes are checked confirming consistency with the Historic Preservation Act	
x	The Cultural Resources Notice (CRN) (Form 0120-PM-PY0003) is attached	
x	A return receipt for its submission to the PHMC is attached	
x	The PHMC review letter is attached	
<i>Section H: Treatment and Disposal Options</i>		
x	The appropriate box is checked	
x	All required information is attached	
<i>Section I: Alternative Sewage Facilities Analysis</i>		
x	The Alternative Sewage Facilities Analysis is attached	
x	All information required in the module directions has been addressed	
<i>Section J: Protection of Rare, Endangered or Threatened Species</i>		
x	Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt is attached	
x	PNDI Review Receipt, if no potential impacts identified, is not older than 2 years	
x	All supporting resolution documentation from jurisdictional agencies (when necessary) is attached and not older than 2 years	
n/a	A completed PNDI Large Project Form (PNDI Form) (Form 8100-FM-FR0161) is attached with all supplemental materials and DEP is requested to complete the search.	
<i>Section K: Permeability Testing</i>		
x	The Permeability Testing information is attached	
<i>Section L: Preliminary Hydrogeologic Study</i>		
x	The Preliminary Hydrogeologic Study is attached	
x	The Preliminary Hydrogeologic Study is signed and sealed by a Professional Geologist	
<i>Section M: Detailed Hydrogeologic Study</i>		
n/a	The Detailed Hydrogeologic Study is attached	
n/a	The Detailed Hydrogeologic Study is signed and sealed by a Professional Geologist	
<i>Section N: Sewage Enforcement Officer (SEO) Action</i>		
x	Section N.1. The appropriate site suitability box has been checked	
x	Section N.2. The residual tract facilities information is complete	
x	The SEO has signed and dated the form and provided his/her certification number	

<i>Section O: Public Notification Requirement</i>		
n/a	The public notice is attached	
n/a	All comments received as a result of the notice are attached	
n/a	The municipal responses to these comments are attached	
n/a	The box is checked indicating that no comments were received, if valid	
<i>Section P: False Swearing Statement</i>		
x	The planning module preparer's false swearing statement is completed and signed	
<i>Section Q: Municipal Action</i>		
	Section Q.1.a. The box is checked regarding a Sewage Management Ordinance	
	Section Q.1.b. The identification number and date of the Ordinance is completed	
	Section Q.1.c. Documentation of sewage management method is attached	
	Section Q.1.d. Explanation as to why Sewage Management is not proposed is attached	
	Section Q.2. Residual tract waiver information is completed, if applicable	
	The municipal official has signed and dated the information in Section Q	
	The municipal official information is completed, including name, address and telephone number	
<i>Section R: Planning Module Review Fee</i>		
n/a	The correct fee has been calculated	
n/a	The correct fee has been paid	
n/a	The request for fee exemption has been checked – only one new lot being created	
x	The deed reference information is provided to support the fee exemption	
x	The request for fee exemption has been checked – malfunction repair	
<i>Completeness Checklist</i>		
x	The module completeness checklist is included	
	All completeness items have been checked as included by the municipality, as appropriate	
	The Municipal Official has signed and dated the checklist	

CERTIFICATION STATEMENT

I certify that this submittal is complete and includes all requested items. I understand that failure to submit a complete module package may result in a denial of the application.

Signed:   
**Applicant (or Applicant's authorized representative)**

Date: 05/24/2023

Signed: \_\_\_\_\_  
**Municipal Secretary**

Date: \_\_\_\_\_



Code No.: 1-15972-265-3s
<input type="checkbox"/> New System <input checked="" type="checkbox"/> Repair

## SEWAGE FACILITIES PLANNING MODULE

### Component 3s. Small Flow Treatment Facilities (SFTF)

*(Return completed module package to appropriate municipality)*

DEP USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH ID #

This Component is used to satisfy the sewage facilities planning requirements for projects proposing the use of Small Flow Treatment Facilities (SFTF). An SFTF is an individual or community sewerage system designed to adequately treat sewage flows not greater than 2,000 gallons per day (gpd) for final disposal using a stream discharge or other disposal methods approved by DEP.

If the SFTF is proposed as a repair to an existing malfunctioning sewage system, complete Component 3s Sections A through H, J, N, P, Q and R. (In HQ/EV watersheds, Section O must also be completed.)

All other SFTF proposals must complete sections A through J and N through R. Sections K, L and M must be completed if indicated by DEP or if justified by preliminary test results.

**A. PROJECT INFORMATION AND QUALIFICATION** (See Section A of instructions)

1. Project Name Burdett - 203 Cheyney
2. Brief Project Description The project consists of replacing an existing failing on-site sewage disposal system with a small flow treatment facility.
3. Qualification

Answer the following questions. Check all answers that apply.

- |    | Yes                                 | No                       |   |
|----|-------------------------------------|--------------------------|---|
| a. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is the SFTF proposed to serve a new residential dwelling(s) or commercial facility which will generate domestic wastewater not containing industrial waste and which will generate a total sewage flow of no more than 2,000 gallons per day (gpd)?   |
|    |                                     |                          | or  |
|    |                                     |                          | Is the SFTF proposed to repair a malfunctioning sewage system generating no more than 2,000 gpd?  |
| b. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are "Site Investigation and Percolation Test Report" forms attached to this module that document sufficient testing was performed to establish that the soils on this property are unsuitable for installation of any type of individual or community onlot disposal system (other than an Individual Residence Spray Irrigation System (IRSIS))? |
| c. | <input type="checkbox"/>            | <input type="checkbox"/> | Is the proposed discharge into a stream that is NOT classified as a High Quality (HQ) or Exceptional Value (EV) in Title 25 PA Code Chapter 93?.  |
|    | <input checked="" type="checkbox"/> | n/a                      | n/a may only be chosen if the proposed SFTF will not discharge to a surface water body. Please see the discussion of treatment and disposal options in Section H of the instructions for more information.  |

In general, if the answer to any of the above questions is "No," the SFTF cannot be used at this site. However, under Title 25 Pa. Code Chapter 95, discharge to streams classified as HQ or EV can be justified in certain repair situations. Please refer to the instructions attached to this component or contact the DEP regional office for more information.

**B. CLIENT (MUNICIPALITY) INFORMATION** (See Section B of instructions)

Municipality Name	County	City	Boro	Twp
Westtown Township	Chester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipality Contact Individual - Last Name	First Name	MI	Suffix	Title
Altshul	Jon			Township Manager
Additional Individual Last Name	First Name	MI	Suffix	Title
Municipality Mailing Address Line 1	Mailing Address Line 2			
P.O. Box 79				
Address Last Line -- City	State	ZIP+4		
Westtown	PA	19395		
Phone + Ext.	FAX (optional)	E-mail (optional)		
610-692-1930	610-692-9651	administration@westtown.org		

**C. SITE INFORMATION** (See Section C of instructions)**Site (Land Development or Project) Name**

Burdett - 203 Cheyney

Site Location Line 1	Site Location Line 2			
203 Cheyney Dr				
Site Location Last Line -- City	State	ZIP+4	Latitude	Longitude
West Chester	PA	19382	39.93181	-75.59265

Detailed Written Directions to Site Head southeast on PA-100 S. Merge onto US-202 S. Continue 3.5 miles. Keep left at the fork and merge onto US-202 S/US-322 E. Continue 0.7 miles. Turn right onto Cheyney Dr. Continue 0.3 miles and the destination will be on your right.

Description of Site The site is comprised of approximately eighty percent moved lawn with the remainder landscaped trees.

**Site Contact (Developer/Owner) owner**

Last Name	First Name	MI	Suffix	Phone	Ext.
Burdett	Robert			484-459-2883	
Site Contact Title	Site Contact Firm (if none, leave blank)				
owner					
FAX	E-mail				
	burdettbob@yahoo.com				
Mailing Address Line 1	Mailing Address Line 2				
203 Cheyney Dr.					
Mailing Address Last Line -- City	State	ZIP+4			
West Chester	PA	19382			

**D. PROJECT CONSULTANT INFORMATION** (See Section D of instructions)

Last Name	First Name	MI	Suffix
Landis	Gabrielle		
Title	Consulting Firm Name		
Environmental Compliance Specialist	All County and Associates, Inc.		
Mailing Address Line 1	Mailing Address Line 2		
P.O. Box 472			
Address Last Line -- City	State	ZIP+4	Country
St. Peters	PA	19470	USA
E-mail	Phone	Ext.	FAX
GJL@all-county-assoc.com	610-469-3830		

**E. AVAILABILITY OF DRINKING WATER SUPPLY**

The Project will be provided with drinking water from the following source: (Check appropriate box)

- Individual wells or cisterns.
- A proposed public water supply.
- An existing public water supply.

If existing public water supply is to be used, provide the name of the water company and attach documentation from the water company stating that it will serve the project.

Name of water company: Aqua

**F. PROJECT NARRATIVE** (See Section F of instructions)

- A narrative has been prepared as described in Section F of the instructions and is attached.

The applicant may choose to include additional information beyond that required by Section F of the instructions.

**G. GENERAL SITE SUITABILITY AND PROPOSED WASTEWATER DISPOSAL FACILITIES**

(See Section G of instructions)

**1. PLOT PLAN**

The following information is to be submitted on a plot plan of the proposed subdivision.

- |  |  |
|--|--|
| a. Location of all soil profiles and percolation tests.                            | j. Surface waters.   |
| b. Slope at each test area.  | k. Wetlands – from National Wetland Inventory Mapping and USDA Hydric Soils Mapping.             |
| c. Soil types and boundaries.  |  |
| d. Location of proposed treatment units and discharge point.                       | l. Floodplain or floodprone area soils, floodways (Federal Flood Insurance Mapping).             |
| e. Existing and proposed streets, roadways, access roads, etc.                     |  |
| f. Lot lines and lot sizes.  | m. Designated open space areas.  |
| g. Existing and proposed rights-of-way.  | n. Remaining acreage under the same ownership and contiguous lots.                               |
| h. Existing and proposed drinking water supplies for proposed and contiguous lots. | o. Existing onlot or sewerage systems; pipelines, transmission lines, etc., in-use or abandoned. |
| i. Existing buildings.   | p. Prime agricultural land.  |
|  | q. Orientation to North.   |

**2. RESIDUAL TRACT PLANNING WAIVER REQUEST**

A waiver from sewage facilities planning  is,  is not requested for the residual land tract associated with this project. (See Sections N and Q, Component 4 and instructions for additional information.)

**3. SOCIAL OR ECONOMIC JUSTIFICATION**

Yes No

- Will the proposed project result in a new or increased discharge into special protection waters as identified in Chapter 93? If yes, attach the Social or Economic Justification (SEJ) required by Section 93.4c.

**4. WETLAND PROTECTION**

Yes No

- a.   Are there wetlands in the project area? If yes, ensure these areas appear on the plot plan as shown in the mapping or through on-site delineation.
- b.   Are there any construction activities (encroachments or obstructions) proposed in, along or through the wetlands? If yes, identify any proposed encroachments on wetlands and identify whether a General Permit or a full encroachment permit will be required. If a full permit is required, address time and cost impacts on the project. Note that wetland encroachments should be avoided where feasible. Also note that a feasible alternative **MUST BE SELECTED** to an identified encroachment on an exceptional value wetland as defined in Title 25 Pa. Code Chapter 105. Identify any project impacts on HQ or EV streams and address impacts of the permitting requirements of said encroachments on the project.

**5. PRIMARY AGRICULTURAL LAND PROTECTION**

Yes No

- a.   Will your project involve the disturbance of any prime agricultural lands? If yes, indicate any alternatives to this disturbance that were considered and the reasons they were not deemed feasible. Identify any primary or secondary impacts of the project on the Commonwealth's prime agricultural lands. Evaluate alternatives to avoid or mitigate undesirable impacts. The selected sewage facilities plan must be consistent with local measures in place to protect prime agricultural lands.

**6. HISTORIC PRESERVATION ACT**

Yes No

- Sufficient documentation is attached to confirm that this project is consistent with DEP Technical Guidance (012-0700-001) *Implementation of the PA State History Code* (available on-line at DEP's website at [www.dep.state.pa.us](http://www.dep.state.pa.us), select "subject" then select "technical guidance"). As a minimum this includes copies of the completed Cultural Resources Notice (CRN), a return receipt for its submission to the PHMC and the PHMC review letter.

**H. TREATMENT AND DISPOSAL OPTIONS** (See Section H of instructions)

Check the appropriate box and supply the required information.

- 1. Spray irrigation or other land application is proposed and the requirements of Section H.1. of the planning module instructions are attached.
- 2. A discharge to a dry stream channel is proposed and the requirements of Section H.2. of the planning module instructions are attached.
- 3. A discharge to a perennial surface waterbody is proposed and the requirements of Section H.3. of the planning module instructions are attached.

**I. ALTERNATIVE ANALYSIS** (See Section I of instructions)

- An alternative analysis has been prepared as described in Section I of the attached instructions and is attached to this component.

The applicant may wish to include additional factors beyond those required to support the SFTF alternative.

Complete the following sections (K, L and/or M) only if marked . If none are marked, go directly to Section N.

**J. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES** (See Section J of instructions)

Check one:

- The Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt" resulting from my search of the PNDI database and all supporting documentation from jurisdictional agencies (when necessary) is/are attached.
- A completed "Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form," (PNDI Form) available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) , and all required supporting documentation is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning module will be considered incomplete upon submission to the Department and that the DEP review will not begin, and that processing of my planning module will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials GJL

**K. PERMEABILITY TESTING** (See Section K of instructions)

- The information required in Section K of the instructions is attached.

**L. PRELIMINARY HYDROGEOLOGIC STUDY** (See Section L of instructions)

- The information required in Section L of the instructions is attached.

**M. DETAILED HYDROGEOLOGIC STUDY** (See Section M of instructions)

- The information required in Section M of the instructions is attached.

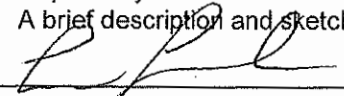
**N. SEWAGE ENFORCEMENT OFFICER ACTION** (See Section N of instructions)

1. I have confirmed the information relating to the general suitability for onlot sewage disposal contained in this component. Confirmation of this information was based upon on-site verification of soil tests, general site conditions and other generally available soils information. The proposed development site:

- Is not suitable for onlot disposal. (See my attached comments regarding this determination).
- Cannot be evaluated for suitability because of insufficient soils testing.

2. Residual Tract Facilities (For use only when there is an existing onlot disposal system on the residual tract)

- I have inspected the lot on which the existing building and existing onlot disposal system is located and have concluded, based on soils mapping or soils evaluation, permit information or site inspection that the long-term sewage disposal needs of this site and the building currently served can be met. (Required)
- I further acknowledge that no violations of the Sewage Facilities Act are known to me or have become apparent as a result of my site inspection. No inferences regarding future performance of the existing onlot disposal system should be drawn from this acknowledgement. (Required)
- A brief description and sketch of the existing system and site is attached. (Optional)

  
Signature of Certified Sewage Enforcement Officer having jurisdiction  
In municipality where development is proposed

01998  
Certification #

7/28/23  
Date



**O. PUBLIC NOTIFICATION** (See Section O of instructions)

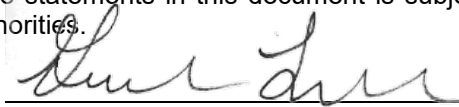
- Attached is a copy of the public notice, all comments received as a result of the notice and the municipal response to these comments.
- No comments were received. A copy of the public notice is attached.

**P. FALSE SWEARING STATEMENT** (See Section P of instructions)

I verify that the statements made in this Sewage Facilities Planning Module are true and correct to the best of my knowledge, information and belief. I understand that false statements in this document is subject to the penalties of 18 PA C.S.A. §4904 relating to unsworn falsification to authorities.

Gabrielle Landis \_\_\_\_\_

Name (Print)



Signature

Environmental Compliance Specialist \_\_\_\_\_

Title

P.O. Box 472, St. Peters, PA 19470 \_\_\_\_\_

Address

610-469-3830 \_\_\_\_\_

Telephone Number

**Q. MUNICIPAL ACTION** (For completion by the municipality, see Section Q of instructions)

This section is to be completed by the municipality in assurance of long term operation and maintenance responsibilities and/or if a waiver of the planning requirements has been requested for the residual tract of the subdivision.

1. Sewage Management

Yes No

a.   Is a sewage management ordinance that will address this proposal already in effect?

b. If yes, what is the identification number and the effective date of the ordinance?

\_\_\_\_\_

c. If no, the appropriate documentation describing and confirming the sewage management method to be used must be attached (see Section Q of the instructions).

d. If sewage management is not proposed, explain why (see Section Q of the instructions for cases where sewage management may not be required).

\_\_\_\_\_

2.  A **waiver** of the planning requirements for the residual tract of this subdivision has been requested and a copy of the appropriate deed, plot plan or deed notice is attached.

The municipality acknowledges acceptance of this proposal and requests a waiver of the sewage facilities planning requirements for the residual tract designated on the subdivision plot plan. Our municipal officials accept full responsibility now and in the future to identify any violation of this waiver and to submit to the approving agency any required sewage facilities planning for the designated residual tract should a violation occur or construction of a new sewage-generating structure on the residual tract of the subdivision be proposed. We understand that such planning information may require municipal officials to be responsible for soil testing and other environmental assessments for the residual tract in the future.

\_\_\_\_\_

Chairperson or Secretary of Governing Body

\_\_\_\_\_

Signature

Date

Westtown Township \_\_\_\_\_

Municipality Name

P.O. Box 79, Westtown, PA 19395 \_\_\_\_\_

Address

\_\_\_\_\_

Address

(Area Code) Telephone No. (610)-6921930 \_\_\_\_\_

**R. PLANNING MODULE REVIEW FEE** (See Section R of instructions)

The Sewage Facilities Act establishes a fee for DEP planning module review. DEP will calculate the review fee for the project and invoice the project sponsor OR the project sponsor may attach a self-calculated fee payment to the planning module prior to submission of the planning package to DEP. Check the appropriate box.

- I request DEP calculate the review fee for my project and send me an invoice for the correct amount. I understand DEP's review of my project will not begin until DEP receives the correct review fee from me for the project.
- I have calculated the review fee for my project using the formula found below and the review fee guidance in the instructions. I have attached a check or money order in the amount of \$\_\_\_\_\_ payable to **"Commonwealth of PA, DEP."** **Include DEP code number on check.** I understand DEP will not begin review of my project unless it receives the fee and determines the fee is correct. If the fee is incorrect, DEP may return my check or money order and send me an invoice for the correct amount. I understand DEP's review will NOT begin until I have submitted the correct fee.
- I request to be exempt from the DEP planning module review fee because this planning module creates **only** one new lot and is the **only** lot subdivided from a parcel of land as that land existed on December 14, 1995. I realize that subdivision of a second lot from this parcel of land shall disqualify me from this review fee exemption. I am furnishing the following deed reference information in support of my fee exemption request.

County Recorder of Deeds for \_\_\_\_\_ County, Pennsylvania  
 Deed Volume \_\_\_\_\_ Book Number \_\_\_\_\_  
 Page Number \_\_\_\_\_ Date Recorded \_\_\_\_\_

- I request to be exempt from the DEP planning module review fee because this planning module is proposed to repair a malfunctioning onlot sewage disposal system.

Formula:

A new surface or sub-surface discharge of 2000 gpd or less will use:

# \_\_\_\_\_ Lots (or EDUs) X \$35.00 = \$ \_\_\_\_\_

The fee is based upon:

- The number of lots created or number of EDUs, whichever is greater.
- An EDU is equal to a sewage flow of 400 gallons per day.
- For other than single-family residential projects, EDUs are calculated using projected population figures.

**STOP - CALL BEFORE YOU DIG!**  
 PENNSYLVANIA LAW REQUIRES  
 THREE WORKING DAYS NOTICE  
 Pennsylvania One Call System, Inc.  
 1-800-242-1776

## Gabrielle J. Landis

---

**From:** PA-SHARE <RA-phpasharednr@pa.gov>  
**Sent:** Wednesday, January 4, 2023 11:33 AM  
**To:** Gabrielle J. Landis  
**Subject:** PA-SHARE Environmental Review Initial Submission Accepted by PA SHPO as 2023PR00028 Burdett - 203 Cheyney

*This is an automated notification sent by the Pennsylvania State Historic Preservation Office (PA SHPO) from the Pennsylvania's Historic and Archaeological Resource Exchange (PA-SHARE). Please do not reply directly to this email as it is an unmonitored account.*

Hello,

Your Initial submission ONX2PQAR5QWX has been accepted as a new Environmental Review project. You also may have received this email if you were named as a contact on the project. Please refer to Project Number 2023PR00028, Project Name Burdett - 203 Cheyney in future correspondence. You will receive further notifications from PA-SHARE when PA SHPO has completed their review of your submission. **No further action is required at this time.**

You can access the submission at:

<https://share.phmc.pa.gov/pashare/>

If you feel you have received this email in error or have questions about why you are receiving this email, please visit the PA-SHARE help page at <https://share.phmc.pa.gov/pasharehelp/> or contact the PA-SHARE Help Desk at [pashare@pa.gov](mailto:pashare@pa.gov).

Thank you,

PA SHPO

WESTT21001

**MEMORANDUM**

**TO:** Jon Altshul, Township Manager

**FROM:** Marc Morfei, Project Manager

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

**DATE:** February 8, 2024

**SUBJECT:** Oakbourne Park  
MECO Constructors Inc.  
Payment Request No. 10

---

We have reviewed the attached Request for Payment [No. 10] 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 **\$75,523.50**.

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

Enclosure: Pay Request [No. 10]

## REQUEST FOR PAYMENT

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

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

Invoice: 10235110  
Draw: 10  
Invoice date: 1/31/2024  
Period ending date: 1/31/2024

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		\$4,167,574.16
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$416,757.42	
Total completed less retainage		\$3,750,816.74
Less previous requests	\$3,675,293.24	
Current request for payment		\$75,523.50
Current billing		\$83,915.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$8,391.50	
Current amount due		\$75,523.50
Remaining contract to bill	\$1,721,733.26	

Project: 1-23511-0  
Oakbourne Park Improvements

Contract date:

Architect:

Scope:



Approved 2/26/2024  
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 26<sup>th</sup> day of Feb, 2024

Date: 2/7/24

Notary Public 

My commission expires: 4/30/2024

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: 10235110

Draw: 10

Period Ending Date: 1/31/2024

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	0.05	33,100.00	0.95	628,900.00	0.05
8	Concrete Curb	LF	2,550.00	35.00	89,250.00			2,250.00	78,750.00	300.00
9	Bituminous Parking Lot Paving	SY	6,750.00	49.00	330,750.00			5,062.50	248,062.50	1,687.50
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	2,000.00	26,000.00	2,725.00	35,425.00	4,532.00
12	ADA Curb Ramps	EA	8.00	2,600.00	20,800.00			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	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	ComfStatinBldgFnd&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
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	12,810.00	
23	StoneSeatWall@ComfortStation	LF	25.00	795.00	19,875.00			25.00	19,875.00	
24	Trash Receptacles	EA	4.00	1,780.00	7,120.00			4.00	7,120.00	
25	Benches	EA	9.00	1,400.00	12,600.00			9.00	12,600.00	
26	Collapsible Bollards	EA	3.00	2,040.00	6,120.00			3.00	6,120.00	
27	Basketball Court & Features	LS	1.00	106,000.00	106,000.00			0.25	26,500.00	0.75
28	StoneSeat/RetainWall@BsktblCr	LF	125.00	800.00	100,000.00			125.00	100,000.00	
29	ChainLinkFence@BasketballCourt	LF	265.00	104.00	27,560.00					265.00
30	GravityBlkWalls@BasketbalCourt	SF	735.00	77.00	56,595.00			642.00	49,434.00	93.00
31	Tennis Court & Feastures	EA	2.00	85,800.00	171,600.00					2.00
32	ChnLnkFenc&Gates@TennisCourts	LF	730.00	142.00	103,660.00					730.00
33	GravityBlkWalls@Tennis Courts	SF	1,726.00	70.00	120,820.00	431.50	30,205.00	431.50	30,205.00	1,294.50

## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen

Invoice: 10235110

Draw: 10

Period Ending Date: 1/31/2024

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	0.75
37	ChnLnkFnc&Gates@PickballCourt	LF	215.00	123.00	26,445.00			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@TennisCourt	LS	1.00	33,100.00	33,100.00					1.00
43	ConcStep&Hndrail#3@ComfStation	LS	1.00	87,200.00	87,200.00			1.00	87,200.00	
44	ConcStep&Hndrail#4@SoccerField	LS	1.00	127,900.00	127,900.00			1.00	127,900.00	
45	ConcStep&Hndrail#5@PakingLot	LS	1.00	126,700.00	126,700.00			1.00	126,700.00	
46	Surface Infiltration Basin #1	LS	1.00	112,400.00	112,400.00			1.00	112,400.00	
47	Surface Infiltration Basin #2	LS	1.00	151,800.00	151,800.00			1.00	151,800.00	
48	SubsurfaceInfiltration Basin#3	LS	1.00	224,400.00	224,400.00			1.00	224,400.00	
49	Rain Garden Basin #4	LS	1.00	10,180.00	10,180.00					1.00
50	Rain Garden Basin #5	LS	1.00	6,980.00	6,980.00					1.00
51	Rain Garden Basin #6	LS	1.00	6,980.00	6,980.00					1.00
52	Rain Garden Basin #7	LS	1.00	17,600.00	17,600.00					1.00
53	Bioretention Basin #8	LS	1.00	13,100.00	13,100.00					1.00
54	Bioretencion Basin #9	LS	1.00	12,300.00	12,300.00					1.00
55	15" HDPE	LF	2,205.00	61.00	134,505.00			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	2.00	4,420.00	4.00
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: 10235110

Draw: 10

Period Ending Date: 1/31/2024

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			307.50	30,442.50	102.50
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	37,400.00	
73	Dedicious Shade Trees	EA	86.00	785.00	67,510.00					86.00
74	Deciduous Ornamental Trees	EA	26.00	785.00	20,410.00					26.00
75	Evergreen Trees	EA	47.00	505.00	23,735.00					47.00
76	Shrubs	EA	438.00	62.00	27,156.00					438.00
77	Ornamental Grasses	EA	32.00	28.00	896.00					32.00
78	Basin Seed Mixes	LS	1.00	1,925.00	1,925.00					1.00
79	Lawn Seeding	LS	1.00	44,500.00	44,500.00					1.00
AA1	Playground	LS	1.00	98,800.00	98,800.00			1.00	98,891.41	0.00
AA5a	ConvExistngGravTrails-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	7,000.00	
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		83,915.00		4,167,574.16	



## MEMO

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Date: February 12, 2024

To: Board of Supervisors

From: Jon Altshul, Township Manager

Re: Consider Certification of Volunteer Fire and Ambulance Volunteers

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Section 154-64 of the Township Code, amended last year with the passage of the volunteer tax exemption ordinance (2023-03), requires the Board to certify all “qualifying volunteers” eligible for real estate tax and earned income tax exemptions prior to March 1 of any given year.

All total, West Chester Fire Department submitted eight volunteers from Westtown, Goshen Fire Company submitted four volunteers from Westtown, and Good Fellowship submitted none. The total value of the real estate tax exemption is \$6,526. The value of the EIT exception is not known, but will not exceed \$6,000.



Join CRC & 1,000+ other volunteers  
for our 26th Annual

# Streams CLEANUP



**Saturday, March 16, 2024**

**9:00-11:30AM**

Registration opens February 5th

**Find your site  
& register**



[www.crcwatersheds.org/what-we-do/streams-cleanup](http://www.crcwatersheds.org/what-we-do/streams-cleanup)

**Own your impact. Clean our streams.**



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

16-Feb-24

From: 06-Feb-24 To: 20-Feb-24

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 General Fund - Univest</b>					
17869	2/7/2024	6052	ACE Hardware of West Chest	\$125.97	O
17870	2/7/2024	405540	Albert Federico Consulting, LL	\$2,025.00	O
17871	2/7/2024	174	American Rock Salt Company	\$7,368.25	O
17872	2/7/2024	1009	Ann Marie Cassidy	\$1,090.00	O
17873	2/7/2024	32	AQUA PA	\$404.59	O
17874	2/7/2024	7267	Brandywine Red Clay Alliance	\$950.00	O
17875	2/7/2024	222	Brandywine Valley SPCA	\$200.00	O
17876	2/7/2024	178	CCATO (CC Assoc of Townshi	\$350.00	O
17877	2/7/2024	6038	Cedarville Engineering Group	\$17,677.75	O
17878	2/7/2024	6038	Cedarville Engineering Group	\$560.06	O
17879	2/7/2024	1000300	Comcast Xfinity	\$10.52	O
17880	2/7/2024	1206	Freedom Systems Corporation	\$2,708.00	O
17881	2/7/2024	878	Intercon Truck Equipment	\$625.60	O
17882	2/7/2024	1001025	John R. Hanna & Sons, LLC	\$124.96	O
17883	2/7/2024	810	Mark S Gross	\$50.00	O
17884	2/7/2024	1000074	NAPA AUTO PARTS	\$195.66	O
17885	2/7/2024	1000597	NetCarrier Telecom Inc.	\$504.04	O
17886	2/7/2024	15	Office Basics, Inc.	\$55.78	O
17887	2/7/2024	314	Proforma Print Marketing	\$1,311.78	O
17888	2/7/2024	347	Staples	\$337.45	O
17889	2/7/2024	7	Westtown-East Goshen PD	\$101,549.36	O
17890	2/14/2024	1201	Charles A. Higgins & Sons, Inc	\$179.50	O
17891	2/14/2024	5547	CJs Tire & Automotive Svcs	\$29.00	O
17892	2/14/2024	7191	Code Inspections Inc	\$4,784.41	O
17893	2/14/2024	1000835	Crebilly Farm Family Associate	\$772.01	O
17894	2/14/2024	7185	Eastern Salt Company Inc	\$2,749.35	O
17895	2/14/2024	7185	Eastern Salt Company Inc	\$9,583.19	O
17896	2/14/2024	7185	Eastern Salt Company Inc	\$9,957.49	O
17897	2/14/2024	7196	GreatAmerica Financial Svcs	\$171.00	O
17898	2/14/2024	127	In-Fleet Truck Service	\$4,358.82	O
<b>Bank Total:</b>				<b>\$170,809.54</b>	
<b>Bank Account: 8 Enterprise Fund - Univest</b>					
1616	2/12/2024	1196	McGovern Environmental, LLC	\$2,040.48	O
1617	2/12/2024	1196	McGovern Environmental, LLC	\$2,040.48	O
1618	2/12/2024	1196	McGovern Environmental, LLC	\$2,040.48	O
1619	2/12/2024	5709	Portnoff Law Associates, Ltd	\$2,642.08	O
<b>Bank Total:</b>				<b>\$8,763.52</b>	
<b>Bank Account: 19 ARPA Funds</b>					
101	2/6/2024	1000791	Meco Constructors Inc.	\$204,979.50	O

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# Check Register

Westtown Township

16-Feb-24

From: 06-Feb-24 To: 20-Feb-24

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Check No	Check Date	VendorNo	Vendor	Check Amount	Status
102	2/12/2024	1000776	M & W Precast, LLC	\$11,260.16	O
103	2/12/2024	1000791	Meco Constructors Inc.	\$75,523.50	O
			<b>Bank Total:</b>	<b>\$291,763.16</b>	
			<b>Total Of Checks:</b>	<b>\$471,336.22</b>	

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