

WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
610-692-1930
Email: administration@westtown.org

Post Office Box 79
Westtown, PA 19395
FAX 610-692-9651
www.westtownpa.org

AGENDA

Westtown Township Board of Supervisors Regular Meeting

Monday, May 6, 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 – May 6, 2024
- III. Approval of Board of Supervisors Meeting Minutes – April 15, 2024
- IV. Departmental Reports
 - A. Public Works Department – Mark Gross
 - B. Planning Commission – Russ Hatton
 - C. Historical Commission – Dan Campbell
 - D. EAC Commission – Joe Debes
 - E. Township Solicitor – Patrick McKenna
 - F. Interim Township Manager – Mila Carter
- V. Public Comment (Non-Agenda Items)
- VI. Old Business
- VII. New Business
 - A. Appointment of Township Manager, Secretary, Assistant Township Treasurer, & Deputy Delegate to the Chester County Tax Collection Commission – Liudmila Carter
 - B. Appointment of Township Treasurer – Cindi King
 - C. Resolution 2024-09 Township Manager’s Salary
- VIII. Announcements
 - A. Township Acceptance to Bird Town Program
 - B. Parks & Recreation Commission and the Historical Commission Vacancies
 - C. Community Festival for National EMS Week – Thursday, May 23, 2024 at Good Fellowship
 - D. Township Office Closed – Monday, May 27
 - E. History Lecture – Saturday, June 22 at 10AM
- 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, April 15, 2024 at 7:30 PM

Present were: Chair Tom Foster, Vice Chair Ed Yost, Police Commissioner Dick Pomerantz, Chief of Police Brenda Bernot, Interim Township Manager and Director of Planning and Zoning Mila Carter.

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, with a slight delay, on YouTube.

II. Board of Supervisors Summary of Workshop, April 15, 2024

Mr. Foster reported the Board met earlier tonight to discuss legal matters and also on April 10, April 12 in Executive Sessions to conduct interviews and discuss legal matters.

Mr. Foster also reported that the Board met in Workshop prior to tonight's meeting to discuss the benefits of using the Positive Pay check cashing security program, a request from Chester County for input on naming a stream in Westtown, and to accept public comment.

III. Approval of Meeting Minutes from April 1, 2024

Mr. Foster made a motion to approve the meeting minutes from April 1. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

IV. Departmental Reports

A. Westtown East Goshen Police Department - Chief Brenda Bernot

The Chief reported there were 2,144 calls for service in March, of which 946 calls were related to Westtown Township. Chief Bernot summarized the activities: 6 theft investigations (retail, motor vehicle, and general theft), 8 fraud and one check washing case, school incidents that included aggravated assault, simple assault, vandalism, and harassment, and 2 aggravated assaults with charges filed. She noted that an arrest has been made on the check washing case. There were no questions for the Chief.

B. Fire Marshal – Gerry DiNunzio

Mr. DiNunzio reported that there were 91 calls for service in Westtown in March (72 medical and 19 fire), 46 in the West Chester Fire Department district, and 45 in the Goshen Fire Company district. Mr. DiNunzio reported that he responded to four burning complaints in the Township, attended a pipeline project status meeting on March 13, participated in quarterly emergency management training on March 26, and is working to update the Township's Emergency Operations Plan.

Ed Yost asked about the emergency management quarterly training. Mr. DiNunzio explained that the Emergency Management Coordinators are updated on county procedures for pipeline emergencies.

C. Finance Department - Cindi King

Ms. King stated that the auditors completed their annual audit of the Township's finances, second quarter utility bills and false alarm notices were sent. She added that the Township received the 2024 Liquid Fuels allocation of \$371,049. She mentioned that the Township will see an increase in real estate tax revenue in April, when the discount period ends.

Mr. Foster noted that the Township has \$752,000 in ARPA funds. Ms. King stated that the Township is required to designate use of ARPA money before the end of the year. Mr. Pomerantz asked Ms. King if she had any future financial concerns for the Township. She stated that at some point the Township may outgrow this building, but there is nothing that keeps her up at night. Mr. Yost asked about whether refunding obligations would interrupt service. Ms. King did not, but thought we need to be realistic about the timing of grant reimbursements.

D. Planning Commission – Joe Frisco

Mr. Frisco reported that at their April 4 meeting, the PC discussed the creation of an official Township map, as was recommended in the 2019 Comprehensive Plan. He further added the PC discussed the zoning application from Bournelyf Special Camp at 1056 S. New Street. He explained that the camp just recently purchased the adjacent 1-acre parcel with a single family detached dwelling, which the camp plans to convert to an office for administrative staff, nurse's station, and a designated quiet area for campers.

E. EAC Commission – Russ Hatton

Mr. Hatton reported that the EAC welcomed a new member, and discussed the role the EAC may have with Crebilly Farm. He stated that the EAC will be removing invasive plants along the riparian buffer in the Plumly open space on Saturday, April 20 and 27, and will host a composting demonstration on May 4 (details below under Announcements). Mr. Hatton further noted that EAC member Ray Dandrea is writing an article for the next Township newsletter on the Township's Bird Town application and that the EAC is looking into potential roadside cleaning opportunities and trying to get PennDOT help.

Mr. Foster asked if the litter pick up would be neighborhood by neighborhood. Mr. Hatton replied that the method is still in discussion.

V. Public Comment (Non-Agenda Items)

One resident thanked Chief Bernot for a quick and helpful resolution to a school incident.

VI. Old Business

None.

VII. New Business

A. Consider Resolution 2024-08 Appointing an Underwriter and Bond Counsel

Mr. Foster explained that the proposed resolution would allow the Township to prepare for bond issuance to finance the purchase of property from Crebilly Farm Family Associates, and for Stifel, Nicholas, and Co., to pursue bridge loan options for the reimbursable grants.

Mr. Yost made a motion to adopt Resolution 2024-08 approving appointment of Stifel, Nicholas and Co., as an underwriter for the Township and Lamb McErlane as Bond Counsel for the Township for the issuance of debt to finance the purchase of property from

Crebilly Farm Associates and to direct Township staff to act on behalf of the Township. Mr. Pomerantz seconded.

Helen Esbenshade, counsel with Lamb McErlane, was in attendance and wanted to mention in full professional disclosure that the conflict check that is run prior to being appointed to work with Westtown Township showed potential conflicts, in that her firm represents clients that the Township is peripherally involved with, but this would not impact the bond counsel. Mr. Foster made it known that the Board and Township Solicitor are aware of the situation and made sure they are in the clear to proceed. The motion passed 3-0.

B. Consider Key Business Solutions Proposal for Updated Mail Machine Contract

Mr. Foster stated that the current mail machine located at the Township office and provided by Key Business Solutions no longer meets United States Postal service (USPS) security requirements. He further explained the provider's recommendation is to upgrade it to a different model that provides additional benefits for the same monthly cost.

Mr. Yost made a motion to approve the updated 63-month contract with Key Business Solutions to replace the PostBase 45 mail machine with the IMI Approved PostBase Vision model to meet USPS security requirements. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

C. Consider Proposal for the 2024 Sewer Televising Project

Mr. Foster stated that Carroll Engineering is proposing to have Sewer Specialty Services Company, Inc. televise 14,970 ft. of 8" sewer and 3,027 ft. of 10" sewer pipe. He further explained that total cost is estimated to be \$41,844.53, and if any heavy cleaning of the sewer is required, Sewer Specialty will perform it at a price of \$2.00/foot. Mr. Foster also added that very little heavy cleaning was required in the past and Carroll Engineering's administrative oversight and inspections for the project is \$21,704.

Mr. Yost made a motion to approve the 2024 Sewer Televising Project in the amount of \$63,548.53. Mr. Pomerantz seconded.

Mr. Pomerantz asked where the location of work was being done. Mr. Foster replied he believed it was on Ponds Edge Road. Ms. Carter said that Mark Gross would be able to confirm the locations, and stated that televising will be done where engineering sees it is needed the most based on infrastructure and complaints. Mr. Pomerantz asked if the Township was satisfied with the work completed last year, to which Ms. Carter replied that the Township was satisfied.

There were no public comments, and the motion passed 3-0.

D. Authorize Advertisement of Thorne Drive Basin Retrofit Contract

Mr. Foster stated that Cedarville Engineering is preparing the bid package for the Thorne Drive Retrofit project.

Mr. Yost made a motion to authorize advertisement of the Thorne Basin Retrofit project bid. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

E. Advertisement for Bid Package for 2024 Road Program

Mr. Foster stated that Cedarville Engineering is completing the bid documents for the 2024 Road Program.

Mr. Yost made a motion to authorize advertisement of the 2024 Road Program contract. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

F. Consider Payment Request #12 from MECO Constructors, Inc. for \$119,079

Mr. Foster stated that Pennoni recommends payment of request #12 reflecting \$132,310 in improvements to the Oakbourne Park Athletic Complex, less retainage of \$13,231.

Mr. Yost made a motion to approve payment request #12 to MECO Constructors, Inc. in the amount of \$119,079. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

VIII. Announcements

Mr. Foster made the following announcements:

- A. The Township is Seeking Applicants for the Township's Parks & Recreation Commission and Historical Commission.** - Please submit a resume or brief statement of interest to the Interim Township Manager if you are interested in volunteering.
- B. Plumly Open Space Invasive Plant Removal – Saturdays, April 20 and April 27** - The EAC is organizing the removal of invasive plants in Township-owned open space. Please email administration@westtown.org for details.
- C. Free Shred Event – Sunday, April 21, 9 AM to noon, West Goshen Township Building** - This free document shredding event is open to the general public (no businesses).
- D. E-Waste Collection – Saturday, April 27, 9 AM to noon, West Goshen Township Building** - Sycamore International will collect computers, peripherals, and small household appliances. Items with Freon will not be accepted.
- E. History Lecture – Saturday, April 27 at 10AM** - West Chester historian Malcolm Johnstone will present "Lincoln and His West Chester Connection." The first biography of Abraham Lincoln was printed in West Chester and it was instrumental in his winning the Republican nomination for president in 1860. Come hear how and why this Lincoln connection with West Chester was accomplished. This event is free and no registration is required.
- F. Backyard Composting Demonstration – Saturday, May 4, 10 AM to noon** - The EAC will hold a composting exhibition to educate and demonstrate backyard composting options. The event is free and no registration is required. Please email administration@westtown.org for details.
- G. Community Festival for National EMS Week – Thursday, May 23, 2024 at Good Fellowship** - National Emergency Medical Services Week brings together local communities and medical personnel to honor the dedication of those who provide the day-to-day lifesaving services of medicine's frontline. There will be equipment demonstrations, police, fire, and ambulance displays, free blood pressure screenings, moon bounce, face painting, food trucks, and more.

IX. Public Comment (All Topics)

None.

X.Payment of Bills

Mr. Yost made a motion to approve the General Fund bills in the amount of \$ 45,118.31, Enterprise Fund bills of \$18,873.77, PLGIT P-card bills of \$137,131.63, and Capital Project Fund bills of \$13,312.50, for a grand total of \$214,436.21. Mr. Pomerantz seconded. There was no public comment, and the motion passed 3-0.

XI.Adjournment

There being no further business, Mr. Foster made a motion to adjourn the meeting at 8:05 PM.

Respectfully submitted,
Liudmila Carter
Interim Township Manager

DRAFT

WESTTOWN TOWNSHIP
PUBLIC WORKS DEPARTMENT MONTHLY REPORT
APRIL 2024

ROADS

- ◆ Assisted PECO contractor with temporary closure of Rt. 202 for line crossing from Cheyney Drive.
- ◆ Weekend response for a tree across General Howe Drive.
- ◆ Afterhours response for a tree blocking S. New Street.
- ◆ Weekend response for a traffic signal issue at 352/Rt 3.
- ◆ One employee passed the CDL license test. Congrat's Mike Mazzola!
- ◆ Power washed dirty street signs for improved visibility.

BUILDINGS, PARKS, AND OPEN SPACE

- ◆ Trimmed ornamental grasses in front of the Administration Building.

OAKBOURNE PARK AND MANSION

1. Continued oversight of the athletic core improvement project.
2. Pumped excess water from a storage basin at the construction site.
3. Removed a large boxwood and two yews from the front of the mansion due to failing health.
4. Temporarily repointed a keystone above a dining room window that is showing signs of movement. Pending analysis and repair.
5. Removed piles of sticks collected throughout the Mansion grounds.
Thank you Cub Scouts!
6. Received delivery of three tri-axle loads of baseball infield clay at the PW complex; hauled and distributed to the Oakbourne fields for ESLL, due to limited access because of the ongoing construction.
7. Pruned athletic complex trees and removed invasive vines.
8. Assisted the Friends of Oakbourne members with planting three trees and one shrub.
9. Assisted with field parking set up for large Mansion event.
10. Coordinated replacement of copper Verizon line with fiber to reduce outages.

PARKS AND OPEN SPACE

1. Removed downed trees and elevated others in the Blenheim open space.
2. Began open space mowing.
3. Inspected playground structures for safety hazards.
4. Inspected stormwater retention basins for proper operation.

WASTEWATER

- ◆ Three afterhours responses for pump station and plant water levels, due to heavy rainstorms.
- ◆ Monitored the generator during a two-day power outage at WCC caused by a downed tree across PECO wires.
- ◆ Monitored PGPS generator during a three-day power outage caused by a tree limb. The Township needed to re-string aerial primary entrance cables to the station and PECO needed to replace one transformer.
- ◆ Checked incoming interceptor line for excess flow.
- ◆ Worked with a geo-probe engineer on sample borings along the entire Pleasant Grove force main project route.

EQUIPMENT MAINTENANCE AND REPAIR

- ◆ Removed salting equipment from all trucks.
- ◆ 67-12 - Installed the tree chip box.
- ◆ 67-23 - Repaired engine surging issue.
- ◆ Repaired the fuel systems on two water pumps.
- ◆ Replaced the pressure pump on the pressure washer at WCC.
- ◆ Review fabrication details on new crane truck being built. Scheduled delivery in May.

FUTURE PROJECTS

- ◆ Manage installation of security cameras and card access system at the athletic core.
- ◆ Begin landscape bed pruning and preparation and install mulch.
- ◆ Ongoing oversight of Oakbourne Park improvement project.

MARK GROSS
DIRECTOR OF PUBLIC WORKS

WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall, 1039 Wilmington Pike
Wednesday, April 17, 2024 – 7:00 PM

Present

Commissioners Jack Embick (JE), Russ Hatton (RH), Jim Lees (JL), Brian Knaub (BK), Joseph Frisco (JF), and Kevin Flynn (KF) were present. Tom Sennett (TS) was absent. Also present was Interim Township Manager and Director of Planning & Zoning Mila Carter.

Call to Order and Pledge of Allegiance

Mr. Embick called the meeting to order at 7:06 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) 6-0

Mr. Hatton made a motion to adopt the meeting minutes from April 3, 2024. Mr. Lees seconded. All were in favor of the motion.

Announcements

1. Mr. Hatton made the following announcements on behalf of the EAC:
 - a. The EAC will host an invasive plant removal in the Plumly Open Space on Saturday, April 20 and April 27, from 9 AM to 3 PM both days.
 - b. There will be a composting demonstration on May 4 from 10 AM to 12 PM at 1116 Chateau Drive.
2. Mr. Embick announced the United States Environment Protection Agency (EPA) enacted new drinking water standards under the Safe Drinking Water Act for Per- and Polyfluorinated Substances (PFAS) chemical substances, which may result in new monitoring and testing requirements.

Public Comment – Non Agenda Items

None.

New Business

1. Attainable and Affordable Housing

Mr. Embick explained that one of the implementation recommendations included in the Westtown Township Comprehensive Plan adopted in 2019 was to provide affordable and attainable housing options for the growing millennial and aging populations. Mr. Embick welcomed Chris Patriarca and Libby Horwitz from the Chester County Planning Commission (CCPC), and Dorothy Ives-Dewey and Ray Ott from the West Chester Area Affordable Housing Council. Mr. Patriarca summarized the role of the CCPC and recapped that the Township has endorsed Landscapes 3, the County's Comprehensive Plan, which seeks to balance growth and open space preservation. He further described Westtown's designation by the Plan as predominantly suburban landscape community with southwest corner and western portion of Crebilly designated rural and explained what these designations meant in terms of land use. Mr. Patriarca described Westtown as a predominantly residential community with low to medium density development patterns, limited commercial and retail options along Routes 3 and 202, and with significant areas of undeveloped open space.

Libby Horowitz summarized demographic trends and how they impact housing in the County and Westtown. She noted that the County has one of the fastest growing populations in the southeast, with projected growth increase by 30% by 2050. Ms. Horowitz also pointed out that there is a decrease of “nuclear families” and an increase of single or two person households. She believed it was driven by aging population and people choosing not to have kids or to have kids later in life. She stated that by 2034, older adults will exceed children for the first time in U.S. history, which will require a different type of housing with lower maintenance expectations. Ms. Horowitz also pointed out data results showing a decrease in house ownership among younger populations and an increase of the median housing prices and rents. She summarized that to accommodate new population growth and address the aspects of housing, the County needs over 50,000 new housing units. Ms. Horowitz shared that this significant growth can only be accommodated by single-family attached and multi-family units.

Dorothy Ives-Dewey summarized the history and organization of the Council which was formed in 2022 and its three main focus areas which are policy barriers, funding barriers, and outreach and education on the subject of attainable housing. She explained that the focus area are municipalities within the West Chester Area Council of Governments (WCACOG). She believed that we live in an area where housing is simply not affordable, with 27% of County households being cost burdened, paying more than 30% of their income on housing. Ms. Ives-Dewey pointed out that in places with opportunities for affordable housing, the waiting list is ten times the supply of available housing. She explained that affordable housing is for working poor, which are households at or below 60% of the area medium income (AMI), and essential workforce, who earn between 60 to 120% of the AMI. She emphasized that essential workforce are recent college graduates, teachers, emergency response personnel, and seniors. Ms. Ives-Dewey believed that attainable housing cannot be achieved in one municipality; it requires a collective regional approach. She quoted from Landscapes3 which recommended funding, regulatory, and organizational ways to facilitate construction of affordable housing. This can be achieved through zoning and permitting processes by allowing density bonuses, expedited permitting and reduced fees, reduced parking requirements, accessory dwelling units (ADUs), and additional allowable housing types.

Mr. Patriarca provided an overview of housing construction in Westtown where 173 new units were built since 2004, with a median sales price of more than \$500,000 (2017-2019). Mr. Flynn asked whether Sawmill development was included in the analysis. Mr. Patriarca stated that it was not. Ms. Horowitz further provided details on the A+ Homes initiative, which is implementation effort that focuses on creating homes that are attractive, affordably-priced, adaptable, aging-friendly, and accessible. She noted that more information about each one of these aspects is available online with guides, videos, and brochures. Mr. Patriarca summarized an analysis of Westtown’s zoning requirements pertaining to housing, and provided several recommendations. He believed that encouraging two-family and multifamily dwellings through zoning was something to consider. He also suggested allowing non-related persons to live in the ADUs, and creation of two or more dwelling units within an existing single-family detached dwelling. Mr. Patriarca thought that some recommendations were more suitable for adaptive reuse of historic properties. He offered considerations for inclusion of additional missing middle types in all zoning districts, review of planning processes, inclusion of a bonus for affordable housing, focus on starter homes, and amendments to existing standards. He added that grants for planning assistance and funding for affordable housing construction and initiatives are available through the County.

Mr. Knaub asked what specific suggestions would work for Westtown, given there is very little developable land left in Westtown coupled with the desire to preserve open space. Ms. Horowitz believed that looking at ADU requirements, ways to add to the existing housing stock, and encouraging smaller units would be beneficial. Mr. Patriarca suggested analyzing

the areas of the Township that might be suitable for this type of housing and drafting requirements to encourage that. Ms. Horowitz also suggested considering a pre-approved house design that does not need to go through a traditional approval process, to minimize cost. Mr. Flynn asked if there is a large migrant population in the County over the last two years. Ms. Horowitz replied there has been a Southeast Asian influx in concentrated areas of the County.

Mr. Flynn stated that developable land in Westtown is constrained by the lack of sewer infrastructure and larger lots are needed to accommodate onsite septic systems. He also pointed out that due to land development, construction, and other related costs, one can't build a house and sell it for a profit in Westtown unless it sells for more than \$850,000. Mr. Flynn also believed that assessing housing affordability on 30% threshold was not a correct figure and thought it was more like 40%. Mr. Flynn did not think it was appropriate for Westtown to change regulations allowing detached smaller units to be located on the same lot, as he thought it was a way of bypassing subdivision ordinance. Mr. Lees commented that the cost of the affordable housing program was a problem and that assistance in a solution should be coming from higher up. He also suggested that Westtown might not be the right place due to land costs.

Mr. Hatton suggested focusing efforts on public transportation to improve access affordable housing. He noted that there were no bus stops along Route 202 in Westtown, and the West Chester train station does not connect the surrounding areas. Mr. Hatton believed that access to public transit and affordable housing went hand in hand. He also brought up that no developer would be enticed to build more affordable housing units, because demandis for bigger and nicer homes.

Mr. Frisco believed that such housing should have been implemented 25 years ago before the land prices, taxes, and interest rates have increased. He also pointed out that people move to Chester County because it is a desirable place to live where your house is expected to appreciate in value. Mr. Frisco wondered the impact of attainable housing on house values. Mr. Patriarca stressed the importance of working on a regional level to determine the appropriate placement of housing options, recognizing that there might be locations not supportive of this effort unless costs can be somehow addressed.

Mr. Embick summarized that Westtown could consider changes to zoning that might foster attainable housing on a case by case basis, but felt that the more successful approach is through a private-public partnership. He envisioned the Township either supporting another organization or acquiring the land for construction of housing with controlled costs.

Ms. Carter pointed out that there has been an increase in permit applications for ADUs and suggested that permitting some type of ADUs by right might be beneficial. She noted that tiny homes have not been a trend in Westtown, but requests for temporary parking of Recreational Vehicles (RVs) by relatives have increased.

Public Comment

Mr. Foster, Chair of the Board of Supervisors, commented that although a worthy cause, the reality is that Westtown does not have enough vacant land and suggested focusing efforts on evaluating building codes to encourage long term living arrangements for the elderly who are choosing to stay in their current homes. He noted that Westtown has the best mix of a family type of bedroom community, with prevalence of single-family detached homes. Mr. Foster did not believe there would be any more apartment complexes built in Westtown. He also noted that even though mixed use development seemed to be like a great idea, their potential location has always been an issue. Mr. Embick agreed that providing for attainable housing was difficult to make any substantial progress on unless there is some sort of a creative way to address it.

Old Business

1. Official Map – Continued Discussion

Mr. Embick asked the members if they preferred to dive into the Official Map discussion or table it until the next meeting. The Commission agreed to table the agenda item until later date.

Reports

1. Mr. Frisco made the BOS report from the April 15 meeting.
2. Mr. Hatton made the EAC report from the March 26 meeting.

Adjournment (RH/JL) 6-0

The meeting was adjourned at 9:04 PM.

Respectfully submitted,
Mila Carter
Planning Commission Secretary

DRAFT

WESTTOWN TOWNSHIP HISTORICAL COMMISSION MEETING MINUTES

Westtown Municipal Building, 1039 Wilmington Pike
Tuesday, April 9, 2024 - 7:00 PM

In attendance: Chair Pamela Boulos (PB), and Members David Walter (DW), Dan Campbell (DC), Stephen Wahrhaftig (SW). Absent was Patrick McDonough. Also present was Mila Carter, Assistant Township Manager.

Call to Order

Pam Boulos called the meeting to order at 7:06 pm. She asked about the appointment of the Commission's Secretary. Stephen Wahrhaftig volunteered to take meeting minutes for the meeting.

Adoption of Agenda (SW/DC) 4-0

Stephen Wahrhaftig made a motion to adopt the agenda as presented. Dan Campbell seconded. All were in favor of the motion.

Approval of Minutes from both February 13, 2024 and March 12, 2024 (PB/DW) 4-0

Pam Boulos made a motion to approve the meeting minutes from February 13, 2024 and March 12, 2024. Dave Walter seconded. All were in favor of the motion.

Public Comment (Non-Agenda Items)

None.

Old Business

1. Historic Preservation Ordinance

Mila Carter summarized a list of discussion points that the Township solicitor had raised to the Board in response to the proposed draft amendments to the Historic Preservation ordinance. She suggested to review those in preparation for the future meeting of the HC with the solicitor. The list included inconsistencies of proposed language with existing Code, extension timeline for building permit reviews, clarification of uses to be permitted via special exception versus conditional use, clarity on the use of the Secretary of the Interior's Standards, regulations of "objects", and verification whether the historic resources list versus map are to be regulated. Ms. Carter provided details on the subject of conditional use and special exception and pointed out that in some cases, special exceptions requests can be more efficient and cost effective for the applicant. She also brought up that denying a permit application is more streamlined than placing a permit on hold. There was a thorough discussion of the term 'objects' used in the ordinance. Ms. Carter explained that the solicitor raised a question about how these objects are addressed on the historic resources map or a list. She also suggested that more details about the historical properties are helpful in decisions regarding proposed building changes. Ms. Carter further asked for a feedback whether the Commission intended to regulate the map or the list and provided an overview of the types of structures and sites included in the current list. The Commission discussed the need to update the current list, as well as the possibility of seeking a grant to conduct historical surveys.

2. Historic Marker – Huey Ruins

Dave Walter recapped that the proposed marker for the Huey Ruins site had been approved by the Board at their April 1st meeting. He updated the Commission that the order had been placed from a studio in Ohio. He expected the marker to be delivered by September 2024. Mr. Walter suggested for the Township Public Works to weigh in on the final marker placement to ensure no obstruction is required at the intersection. The Commission discussed the possibility of a public dedication of the marker once it is installed. Pam Boulos noted that she got a response from West Chester University (WCU) regarding the status of the artefacts from the previous excavation work. She explained that the WCU is prepared to return them to the Township, and offered to have students help with the curation of collected items. There was a discussion on where these artifacts could be housed. Mila Carter suggested to consider purchasing a glass case to use in the township building to display the collection. Pam Boulos assured to follow up with the school on the offer.

3. History Lectures

Mila Carter recapped that the Stokes Hall will be prepared for the upcoming lecture with live streaming capabilities, display of Westtown history books for sale and chairs set up facing the screen. She asked whether any other assistance was needed. Dave Walter wanted to ensure that the speaker would be provided with an honorarium as agreed by the Board. Ms. Carter confirmed.

New Business

1. Westtown Day 2024

The Commission discussed the need to emphasize township history at this year's event. The proposed activities include a booth for the Historical Commission and availability of the Westtown history book for sale. There was a discussion to continue utilizing the boards with pictures that were previously created. Stephen Wahrhaftig suggested to have one or more tours of the Oakbourne Mansion grounds to be given to visitors during the event. Mila Carter suggested to have some sort of contest to draw visitors in and to participate in voting. She thought that maybe asking residents to provide a photo of their springhouses. The Commission thought it was a good idea to explore. Pam Boulos suggested to consider another Historical Preservation Award. She noted that requests for submissions shall take place soon with a timeline of end of July.

2. Westtown250

Stephen Wahrhaftig provided an update on the recent America250 meeting led by the Chester County and the Board's feedback that he received at the Board of Supervisors meeting. He recapped that the Board asked the Commission what is the goal for Westtown and which steps are needed to be taken to achieve that goal. Mr. Wahrhaftig suggested two possible locations in Westtown to focus planned activities on: Oakbourne Mansion and Darlington's Corner at the future Crebilly Farm. He encouraged the Commission to start planning early. Mila Carter suggested to provide a written proposal to the Board and think about budgeting for those potential events.

3. Oral History Project

Stephen Wahrhaftig proposed to reach out and interview the Robinson family about the history of Crebilly. He noted that the family was known for having a collection of historic coaches. Mila Carter suggested to have a list of potential questions and offered to reach out to the Robinsons. Mr. Wahrhaftig would provide a list.

4. Chester County Historic Preservation Network (CCHPN) Event – Recap

Stephen Wahrhaftig has covered the agenda item during the discussion of Westtown250 agenda item. Dan Campbell mentioned that there is a call for award nominations and suggested to nominate the group that advocated for the Crebilly land acquisition for the award. The Commission members expressed some reservations about such nomination.

Public Comment - All Topics

None.

Announcements

1. Mila Carter informed the Commission that the former Abbey Green property located along Route 202 is proposed to be utilized as an office and showroom for fence related products. She noted that a new tenant does not plan on going through land development process at this time, therefore, there does not appear to be any current threat of demolition of the existing house listed on the Westtown Township Historical Resources Map.

Adjournment (SW/DC) 4-0

Stephen Wahrhaftig made a motion to adjourn at 8:46 pm. Dan Campbell seconded. All were in favor of the motion.

Next HC meeting: May 14th, 2024 @ 7:00 pm

HC Representative at next Board of Supervisors Meeting:

- **Monday May 6, 2024 @ 7:30 pm** – Dan Campbell/Steven Wahrhaftig

Respectfully submitted,
Stephen Wahrhaftig
Historical Commission Acting Secretary

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2024-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WESTTOWN
TOWNSHIP ESTABLISHING THE TOWNSHIP MANAGER’S SALARY
EFFECTIVE MAY 6, 2024.**

WHEREAS, the Commonwealth of Pennsylvania Second Class Township Code, Act of May 1, 1933 (P.L.103, No.69), Reenacted and Amended November 9, 1995 (P.L.350, No 60), as amended, Article XIII, Section 1301(b) requires that, “compensation of the township manager shall be set by resolution,” and

WHEREAS, The Board of Supervisors of Westtown Township have budgeted the 2024 Fiscal Year salary of the Township Manager, Liudmila Carter, at \$150,000, a level the Board of Supervisors believes is commensurate with the duties and responsibilities of the position and the performance of the Township Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that the Township Manager receive a salary of \$150,000, effective May 6, 2024, exclusive of other benefits.

ADOPTED as a Resolution this 6th day of May, 2024.

Westtown Township
Board of Supervisors

Tom Foster, Chair

Ed Yost, Vice Chair

Dick Pomerantz,
Police Commissioner

ATTEST:

Township Secretary

Check Register

Westtown Township

03-May-24

From: 16-Apr-24 To: 06-May-24

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 1 General Fund - Univest					
17993	4/16/2024	6038	Cedarville Engineering Group	\$10,203.67	O
17994	4/16/2024	886	DTN, LLC	\$4,611.60	O
17995	4/16/2024	7215	Looney Balloons	\$800.00	O
17996	4/16/2024	1000737	Siana Law, LLP	\$189.00	O
17997	4/16/2024	347	Staples	\$439.24	O
17998	4/16/2024	1001020	Steven Hardbarger	\$255.00	O
17999	4/16/2024	5686	Weaver Mulch, LLC	\$777.50	O
18000	4/25/2024	7191	Code Inspections Inc	\$8,372.67	O
18001	4/25/2024	48	H. A. Weigand Inc	\$600.00	O
18002	4/25/2024	1157	Nationwide Testing Associatio	\$82.00	O
18003	4/25/2024	996	THE PROTECTION BUREAU	\$2,581.68	O
18004	4/25/2024	1000721	Total Security Solutions, Inc.	\$275.00	O
18005	4/25/2024	7	Westtown-East Goshen PD	\$333,225.15	O
18006	5/1/2024	1009	Ann Marie Cassidy	\$125.00	O
18007	5/1/2024	6038	Cedarville Engineering Group	\$7,175.70	O
18008	5/1/2024	6038	Cedarville Engineering Group	\$134.25	O
18009	5/1/2024	1001080	Christopher Busciacco	\$1,000.00	O
18010	5/1/2024	1000300	Comcast Xfinity	\$10.52	O
18011	5/1/2024	1000187	Eagle Power Turf and Tractor	\$56.60	O
18012	5/1/2024	1082	ELEANOR J. SCHWANDT, R	\$312.50	O
18013	5/1/2024	7195	FP Mailing Solutions	\$156.00	O
18014	5/1/2024	876	Highway Materials, Inc	\$72.17	O
18015	5/1/2024	127	In-Fleet Truck Service	\$370.65	O
18016	5/1/2024	7262	Key Business Solutions Inc	\$38.38	O
18017	5/1/2024	1001083	Malcolm Johnstone	\$50.00	O
18018	5/1/2024	321	Sir Speedy Printing #7103	\$186.00	O
Bank Total:				\$372,100.28	
Bank Account: 8 Enterprise Fund - Univest					
1654	4/16/2024	1001069	Callaghan Electrical Construct	\$1,680.00	O
1655	4/16/2024	58	East Goshen Township	\$1,284.79	O
1656	4/16/2024	1000038	Exeter Supply Co, Inc.	\$1,030.90	O
1657	4/16/2024	6468	Carroll Engineering Corp	\$21,345.50	O
1658	4/16/2024	1164	Univar Solutions USA, Inc.	\$4,475.84	O
1659	4/25/2024	39	Grainger	\$41.13	O
1660	4/25/2024	5666	M&B Environmental, Inc.	\$3,328.24	O
1661	4/25/2024	1000791	Meco Constructors Inc.	\$6,229.00	O
1662	4/25/2024	7133	PA Rural Water	\$485.00	O
Bank Total:				\$39,900.40	
Bank Account: 11 PLGIT P-CARD					

Check Register**Westtown Township**

03-May-24

From: 16-Apr-24 To: 06-May-24

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
100008	5/4/2024	1000800	PLGIT P-Card BMO Bank	\$167,129.66	R
			Bank Total:	\$167,129.66	
Bank Account: 18 Capital Project Fund Uninvest					
1360	4/16/2024	1000791	Meco Constructors Inc.	\$119,079.00	O
1361	5/1/2024	406052	Pennoni	\$10,996.25	O
			Bank Total:	\$130,075.25	
Bank Account: 35 Highway Aid Fund Uninvest					
732	4/24/2024	376	WESTTOWN TOWNSHIP	\$382,664.60	O
			Bank Total:	\$382,664.60	
			Total Of Checks:	\$1,091,870.19	