

# WESTTOWN TOWNSHIP

1039 Wilmington Pike  
West Chester, PA 19382  
610-692-1930  
Email: [administration@westtown.org](mailto:administration@westtown.org)

Post Office Box 79  
Westtown, PA 19395  
FAX 610-692-9651  
[www.westtownpa.org](http://www.westtownpa.org)

## AGENDA

### Westtown Township Board of Supervisors Regular Meeting

Monday, May 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 – May 20, 2024
- III. Approval of Board of Supervisors Meeting Minutes – May 6, 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 – Jim Lees
- V. Public Comment (Non-Agenda Items)
- VI. Old Business - None
- VII. New Business
  - A. Resolution 2024-10 Emergency Operation Plan (EOP)
  - B. Consider Approval of the Sons of the American Revolution Proposal for Patriot Grave Markers for Westtown’s Revolutionary War Militia Monument
  - C. Consider Payment Request #13 from MECO Constructors, Inc.
  - D. Accept Resignation from Parks & Recreation – Isaac Thomas
  - E. Accept Resignation from Zoning Hearing Board – Robert Hall
- VIII. Announcements
  - A. Settlement Proposal for Stokes Estate Conditional Use Application – Monday, June 3
  - B. Director of Zoning and Code Enforcement Vacancy
  - C. Parks & Recreation Commission and the Historical Commission Vacancies
  - D. Zoning Hearing Board Alternate member Vacancy
  - E. Community Festival for National EMS Week – Thursday, May 23 at Good Fellowship
  - F. Township Office Closed – Monday, May 27
  - G. Chester County 250 Planning Summit – Friday, June 7
  - H. P&R Summer Concert – Wednesday, June 12
  - I. 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, May 6, 2024 at 7:30 PM

Present were: Chair Tom Foster, Vice Chair Ed Yost, Police Commissioner Dick Pomerantz, Township Solicitor Patrick McKenna, Director of Public Works Mark Gross, 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 7:32 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, May 6, 2024**

Mr. Foster reported that the Board met on May 6, in Executive session to discuss personnel and real estate matters.

Mr. Foster also reported that the Board met in Workshop prior to tonight's meeting to discuss the Tax Collector matter and several traffic related items. Public comments were made on both issues.

**III. Approval of Meeting Minutes from April 15, 2024**

Mr. Foster made a motion to approve the meeting minutes from April 15. 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 month of April experienced storms leading to power outages and trees falling on power lines. He reported that flooding issues were addressed by clearing out inlets and cleaning stormwater culverts. Mr. Gross also informed that power outages due to a downed tree on the electrical lines affected the sewage treatment plant on Pleasant Grove Road and associated pump stations, resulting in the treatment plant being offline for three days. He stated that PECO had to replace a damaged transformer. Mr. Gross explained that due to heavy rains and saturated soil, treatment plant flows were 40% higher than normal, but they are gradually decreasing as the soil dries. He added that on South Concord Road, a drilling rig was working on the Pleasant Grove force main project in preparation for bidding. Mr. Gross anticipates the project to be completed by early fall.

Mr. Gross reported that the boy scouts, instead of paying for the use of the Township's pavilion, agreed to assist with the post-winter cleanup, which helped Public Works save time. He also informed that Public Works aided the Friends of Oakbourne in planting trees and shrubs. Mr. Gross reported that the tennis, pickleball, and basketball courts at Oakbourne Park have been paved, but they must now sit and cure for 30 days.

Mr. Foster inquired about the parking issue at the park. Mr. Gross suggested considering adjustments to the sporting contracts in the future to avoid scheduling conflicts. Additionally, due to ongoing construction and the absence of parking lot lines, only about 70% of the parking spaces are currently usable.

Mr. Foster mentioned the installation of security cameras and inquired about their monitoring location. Mr. Gross clarified that the cameras will cover the sports courts and outside restroom areas and will operate entirely remotely with cloud-based recording.

**A. Planning Commission – Russ Hatton**

Mr. Hatton reported that the Commission met with the Chester County Planning Commission and the West Chester Area Affordable Housing Council at their last meeting to discuss attainable and affordable housing. He noted that at the next meeting, they were planning to reconvene with the Chester County Planning Commission to discuss the open space analysis which was completed for Westtown, utilization of flexible development procedures, and the Chester County Conservation Design guide.

**B. Historical Commission – Dan Campbell**

Mr. Campbell reported that the revision to the historic preservation ordinance is the most crucial item for the Historical Commission. He provided that the Commission was looking forward to meeting and collaborating with the Township solicitor to address his comments and prioritize the interests of the Historical Commission.

Mr. Campbell also reported that the Commission kicked off a series of history talks for the year. He noted that the Commission is collaborating with the Chester County 250 initiative, which is particularly concentrating on supporting two gateways, Valley Forge National Park and Brandywine Battlefield Park, to welcome visitors.

**C. EAC – Joe Debes**

Mr. Debes reported that the Bird Town USA application was approved. He also reported that the Council held composting event which he acknowledged was not well attended. Mr. Debes provided that the invasive plant removal at Plumly Open space was success with participation and involvement of volunteers including Penn State Master Stewards, Chester County Conservation District, Westtown Public Works and a student from the Rustin High School Environmental Club. Lastly, Mr. Debes mentioned that the EAC has reached out to the Keep Pennsylvania Beautiful with a proposal to focus cleanup activities on Concord Road.

Mr. Pomerantz expressed his pleasure at being one of the 52 municipalities accepted into the Bird Town program. He emphasized the importance of announcing to residents that a Bird Town representative will be attending a meeting in June and suggested to invite those who might have interest in birds. He felt that this initiative would also aid the EAC in garnering more residential interest in EAC organized activities. Ms. Carter suggested reaching out to someone at the Brandywine Conservancy who is passionate and knowledgeable about birds to help spread awareness.

**D. Township Solicitor – Patrick McKenna**

Mr. McKenna summarized the situation with the Tax Collector vacancy and assured to look into options for Westtown to address it. He reported that he has been collaborating with Ms. Carter on a number of zoning ordinance and property maintenance violations. Mr. McKenna also reported that he is working on the historic preservation ordinance amendments and intends on attending the upcoming Historical Commission meeting. Mr. McKenna mentioned providing assistance with tonight's agenda items and the Crebilly land acquisition related items.

## **E. Interim Township Manager – Mila Carter**

Ms. Carter reported that there has been an increased number of incoming permit applications and complaints about overgrown areas, barking and dogs running at large, and other property maintenance issues. She noted that there has been multiple concerns with noncompliance at the Jefferson apartment complex and she had been collaborating with the Chester County Health Department (CCHD) to address them. She suggested to include a write up regarding dogs in the next newsletter. Ms. Carter stated that she has not received a response from the applicant regarding the conditional use application for the proposed Visual Art Center at 1632 West Chester Pike. She reminded the Board that an extension has been granted until the end of June, after which a hearing on the application needs to be scheduled. Ms. Carter also reported that stormwater Best Management Practices (BMPs) were undergoing inspections by the Township engineer. She brought up that the Township started to explore different options to replace the existing municipal management software. She also stated that trash and recycling pickup remains problematic.

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

Andy Gadaleta, owner of Gadaleta's Seafood Market at Westtown Village shopping center, addressed the Board about a break-in that happened at his and other businesses on Saturday night/Sunday morning. He believed that the outdoor lighting ordinance contributed to this break-in, because it requires the lights to be turned off at 11PM. Mr. Gadaleta explained that having no lights or deemed lights invites intruders. He asked the Board to revisit and potentially revise lighting requirements to ensure it will not happen again.

Mr. Foster requested further details about the crime. Mr. Gadaleta explained that according to the WEGO officers, a crew from New Castle (Delaware) is targeting businesses like his. He relayed that intruders access the premises through the back entrance, taking advantage of the darkness. Mr. Pomerantz invited Mr. Gadaleta to attend the upcoming Police Commissioners' meeting scheduled on May 22 to discuss the issue.

## **VI.Old Business**

None.

## **VII.New Business**

### **A. Appointment of Township Manager, Secretary, Assistant Township Treasurer, & Deputy Delegate to the Chester County Tax Collection Commission – Liudmila Carter**

Mr. Foster reported that Mila Carter has served as Interim Township Manager since March 18, and has accepted the position of Township Manager.

Mr. Yost made a motion to appoint Liudmila Carter as Township Manager, Secretary, Assistant Township Treasurer, & Deputy Delegate to the Chester County Tax Collection Commission. Mr. Pomerantz seconded. On behalf of the Board, Mr. Pomerantz expressed his pleasure with the appointment and was looking forward to continue working with Ms. Carter. There was no public comment and the motion passed 3-0.

## **B. Appointment of Township Treasurer – Cindi King**

Mr. Yost made a motion to appoint Cindi King as Township Treasurer. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

## **C. Resolution 2024-09 Township Manager's Salary**

Mr. Foster recited Article XIII of the Second Class Township Code which requires the annual compensation of the Township Manager to be set by resolution by the Board of Supervisors.

Mr. Yost made a motion to approve Resolution 2024-09 setting the Township Manager's annual compensation commensurate with the duties and responsibilities of the position and the Township Manager's performance. Mr. Pomerantz seconded. There was no public comment and the motion passed 3-0.

## **VIII. Announcements**

Mr. Foster made the following announcements:

### **A. Township Acceptance to Bird Town Program**

Westtown Township has become the 52nd town in Pennsylvania to be accepted to the Bird Town program. The EAC will lead the Township's activities to support a healthier environment for birds and other wildlife in our community.

### **B. Park & Recreation Commission and the Historical Commission Vacancies**

Please submit a resume or a brief statement of interest to the Township Manager if you are interested in volunteering. Applicants must be current in all municipal obligations.

### **C. Community Festival for National EMS Week - Thursday, May 23, 2024 at Good Fellowship**

The Good Fellowship is hosting a community festival to celebrate National Emergency Medical Services week to honor the dedication of those who provide the day-to-day life-saving services. There will be equipment demonstrations, police, fire and ambulance displays, free blood pressure screenings, moon bounce, face painting, food trucks and more.

### **D. Township Office Closed - Monday, May 27**

The office will be closed Monday, May 27 for Memorial Day. Trash, recycling, and bulk item collection will roll to Tuesday, May 28 and the Thursday collection route will be serviced on Friday, May 31.

### **E. History Lecture - Saturday, June 22 at 10AM**

The Westtown Historical Commission will present a brief history of Westtown Township from its founding in 1685 to the present. Westtown Township has been home to colorful characters and historic happenings and wonderful old structures. You can learn about the interesting stories in Westtown history. The event is free and no registration is required. It will be held in the Stokes Hall.

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

Ms. Carter expressed her gratitude for being a part of Westtown Township and finding a home here as a first-generation immigrant. She highlighted the challenges of settling in a new place far from home and emphasized the importance of finding a community where one feels they belong. She stated that throughout her 12 years as a professional planner, she has been involved in initiatives that stressed the significance of preserving a sense of place and felt that Westtown has not only become a place to settle and grow her family but also a community where she has the privilege to serve. She expressed deep appreciation for the support of the dedicated Township staff, the former Township managers, the Board of Supervisors, and her family.

## **X. Payment of Bills**

Mr. Yost made a motion to approve the General Fund bills in the amount of \$372,100.28, Enterprise Fund bills of \$39,900.40, PLGIT P-card bills of \$167,129.66, and Capital Project Fund bills of \$130,075.25, for a grand total of \$1,091,870.19. 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 8:17 PM.

Respectfully submitted,  
Liudmila Carter  
Township Manager



# WESTTOWN TOWNSHIP

1039 Wilmington Pike  
West Chester, PA 19382  
610—692-1930  
email: [administration@westtown.org](mailto:administration@westtown.org)

Post Office Box 79  
Westtown, PA 19395  
FAX 610-692-9651  
[www.westtownpa.org](http://www.westtownpa.org)

May 5, 2024

## **Westtown Township incident report for April 2024**

For April, there were 86 calls for service in Westtown (Fire and EMS). Fifty-three incidents were in the West Chester Fire Department district and 33 in the Goshen Fire Company district. Year to date, there have been 364 calls for service.

The peak time for incidents in March was between 8 am and 2 pm.

The West Chester Fire Department responded to 11 calls for service, and the Goshen Fire Company responded to 7 calls for service.

The remaining 68 calls for service were medical responses handled by Good Fellowship EMS and Goshen Fire Company EMS.

I handled three notifications in April; two were residents' concerns about burning complaints, and one was from the WCFD regarding a sprinkler activation at Jefferson at Westtown.

I am working with Mila Carter and Beth Kephart on updating our EOP.

Respectfully submitted,

Gerald R. DiNunzio, Jr  
Fire Marshal  
Emergency Management Coordinator



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

<b>ACCT#</b>	<b>DESCRIPTION</b>	<b>4/1/2024 BALANCE</b>	<b>APRIL RECEIPTS</b>	<b>APRIL EXPENDITURES</b>	<b>4/30/2024 BALANCE</b>
<b>GENERAL FUND</b>		<b>\$6,834,617.17</b>	<b>\$3,570,120.92</b>	<b>-\$1,400,373.67</b>	<b>\$9,004,364.42</b>
01-100-001	Key Bank General Fund	\$4,381.24	\$3,450.62	(\$436.32)	\$7,395.54
01-100-015	Univest General Fund	\$664,236.89	\$2,900,881.78	(\$1,095,819.25)	\$2,469,299.42
01-100-100	PLGIT P-Card Prime	\$939,870.51	\$3,604.13	(\$137,131.63)	\$806,343.01
01-100-110	PLGIT P-Card Class	\$252.16	\$137,171.00	(\$137,131.63)	\$291.53
01-106-000	PLGIT Prime	\$2,471,870.97	\$11,289.78	(\$29,854.84)	\$2,453,305.91
01-106-100	PLGIT Class	\$576.12	\$4.33	\$0.00	\$580.45
01-106-115	Univest GF Savings	\$1,519,693.86	\$507,527.31	\$0.00	\$2,027,221.17
01-107-000	KBCM Investments	\$1,233,353.84	\$6,166.57	\$0.00	\$1,239,520.41
01-110-000	Petty Cash	\$381.58	\$25.40	\$0.00	\$406.98
<b>OPEN SPACE FUND</b>		<b>\$56,576.71</b>	<b>\$60,743.48</b>	<b>-\$369.40</b>	<b>\$116,950.79</b>
04-106-000	Open Space - PLGIT Prime	\$54,859.44	\$30,150.72	(\$369.40)	\$84,640.76
04-106-100	Open Space - PLGIT Class	\$1,717.27	\$30,592.76	\$0.00	\$32,310.03
<b>SEWER FUND</b>		<b>\$3,259,101.81</b>	<b>\$251,722.41</b>	<b>-\$210,040.03</b>	<b>\$3,300,784.19</b>
08-100-015	Univest Enterprise Checking	\$417,707.62	\$233,822.16	(\$210,040.03)	\$441,489.75
08-100-115	Univest Prepaid UB Cash	\$9,202.29	\$3,021.38	\$0.00	\$12,223.67
08-106-000	PLGIT Prime	\$2,072,217.09	\$9,198.65	\$0.00	\$2,081,415.74
08-106-015	Univest WW MM	\$759,974.81	\$5,680.22	\$0.00	\$765,655.03
<b>REFUSE FUND</b>		<b>\$773,551.35</b>	<b>\$124,542.06</b>	<b>-\$126,859.35</b>	<b>\$771,234.06</b>
09-100-015	Univest CASH - REFUSE FUND	\$273,551.35	\$124,542.06	(\$126,859.35)	\$271,234.06
09-106-015	Univest Refuse MM	\$500,000.00	\$0.00	\$0.00	\$500,000.00
<b>OBP BOND PROCEED FUND</b>		<b>\$1.91</b>	<b>\$0.93</b>	<b>-\$2.84</b>	<b>\$0.00</b>
15-106-000	OBP Bond - PLGIT Prime	\$0.93	\$0.00	(\$0.93)	\$0.00
15-106-100	OBP Bond - PLGIT Class	\$0.98	\$0.93	(\$1.91)	\$0.00
<b>CAPITAL PROJECT FUNDS</b>		<b>\$667,403.55</b>	<b>\$899,997.70</b>	<b>-\$264,783.00</b>	<b>\$1,302,618.25</b>
18-100-015	Univest Capital Projects Checking	\$7,478.28	\$134,678.91	(\$132,391.50)	\$9,765.69
18-100-105	Univest CP Oakbourne Park Master	\$80,706.29	\$764,608.00	(\$125,391.50)	\$719,922.79
18-100-115	Univest CP Special Projects	\$53,790.90	\$0.00	(\$7,000.00)	\$46,790.90
18-100-125	Univest Thorne Drive Basin	\$66,108.84	\$0.00	\$0.00	\$66,108.84
18-100-205	Univest Credit Card Rewards	\$151,213.79	\$0.00	\$0.00	\$151,213.79
18-100-805	Univest CP Sewer	\$308,105.45	\$710.79	\$0.00	\$308,816.24
<b>ARPA FUND</b>		<b>\$753,327.05</b>	<b>\$3,343.93</b>	<b>\$0.00</b>	<b>\$756,670.98</b>
19-100-000	ARPA FUND - PLGIT PRIME	\$752,837.59	\$3,341.88	\$0.00	\$756,179.47
19-100-100	ARPA FUND - PLGIT CLASS	\$489.46	\$2.05	\$0.00	\$491.51
<b>DEBT SERVICE FUNDS</b>		<b>\$1,045,583.50</b>	<b>\$114,990.77</b>	<b>\$0.00</b>	<b>\$1,160,574.27</b>
23-100-105	Univest 2022 DS (Oakbourne Park)	\$258,380.23	\$22,651.57	\$0.00	\$281,031.80
23-100-805	Univest 2021 DS (05/12)	\$246,717.03	\$24,500.00	\$0.00	\$271,217.03
23-100-815	Univest 2021 DS (SE06)	\$540,486.24	\$67,839.20	\$0.00	\$608,325.44
<b>CAPITAL RESERVE FUNDS</b>		<b>\$6,770,056.85</b>	<b>\$75,608.65</b>	<b>\$0.00</b>	<b>\$6,845,665.50</b>
30-122-000	GF Univest MM Capital Rsv (U)	\$3,088,404.64	\$28,938.41	\$0.00	\$3,117,343.05
30-122-001	GF Univest MM Capital Rsv (D)	\$2,087,967.44	\$9,377.74	\$0.00	\$2,097,345.18
30-122-200	WW Univest MM Capital Rsv (D)	\$1,593,684.77	\$37,292.50	\$0.00	\$1,630,977.27
<b>LIQUID FUEL FUNDS</b>		<b>\$382,664.60</b>	<b>\$765,645.24</b>	<b>-\$765,329.20</b>	<b>\$382,980.64</b>
35-100-000	Liquid Fuels Checking Account (Ke	\$0.00	\$382,664.60	(\$382,664.60)	\$0.00
35-100-002	Liquid Fuels Money Market (Key Ba	\$382,664.60	\$96.47	(\$382,664.60)	\$96.47
35-100-105	Liquid Fuel Ckng - Univest	\$0.00	\$382,884.17	\$0.00	\$382,884.17
<b>BILLBOARD ESCROW FUND</b>		<b>\$2,432,750.45</b>	<b>\$5,982.17</b>	<b>\$0.00</b>	<b>\$2,438,732.62</b>
40-100-015	Univest Landscapes Escrow	\$23,501.02	\$57.79	\$0.00	\$23,558.81
40-100-025	Univest Flintlock (Rustin Res)Escro	\$5,337.20	\$13.12	\$0.00	\$5,350.32
40-100-035	Univest 1594 W Chester Realty Esc	\$17,618.28	\$43.32	\$0.00	\$17,661.60
40-100-045	Univest WT School -Athletic Fld Es	\$2,386,293.95	\$5,867.94	\$0.00	\$2,392,161.89

cont'd on back ----->

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

<u>ACCT#</u>	<u>DESCRIPTION</u>	<u>4/1/2024 BALANCE</u>	<u>APRIL RECEIPTS</u>	<u>APRIL EXPENDITURES</u>	<u>4/30/2024 BALANCE</u>
	<b>GRAND TOTAL - ALL FUNDS</b>	<b>\$22,975,634.95</b>	<b>\$5,872,698.26</b>	<b>(\$2,767,757.49)</b>	<b>\$26,080,575.72</b>
	Key Bank Totals	\$1,620,399.68	\$392,378.26	(\$765,765.52)	\$1,247,012.42
	PLGIT Totals	\$6,294,692.52	\$225,356.23	(\$304,490.34)	\$6,215,558.41
	Univest Totals	\$15,060,161.17	\$5,254,938.37	(\$1,697,501.63)	\$18,617,597.91
	Petty Cash	\$381.58	\$25.40	\$0.00	\$406.98

# WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall, 1039 Wilmington Pike  
Wednesday, May 8, 2024 – 7:00 PM

## **Present**

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

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

Mr. Embick called the meeting to order at 7:02 PM.

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

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

## **Approval of Minutes (RH/JL) 4-0**

Mr. Hatton made a motion to adopt the meeting minutes from April 17, 2024. Mr. Lees seconded. The motion passed 4-0, with Mr. Sennett abstaining because he was not at the April 17 meeting.

## **Announcements**

1. Ms. Carter announced that the application for special exception for Bournelyf Special Camp at 1056 S. New Street was approved by the Zoning Hearing Board (ZHB).
2. Ms. Carter stated that the application for special exception to change the non-conforming use for 629 S. Chester Road has been withdrawn.
3. Ms. Carter has not received a response from the applicant of the conditional use application for the Visual Art Center at 1632 West Chester Pike, but an extension has been granted until the end of June, after which time a public hearing will need to be scheduled.
4. Mr. Hatton announced that Ms. Carter has accepted the position of Township Manager. Mr. Embick asked who the Zoning Officer will be. Ms. Carter stated that she will continue to serve as Zoning Officer until that position is filled.

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

There was none.

## **New Business**

### **1. Open Space Inventory and Conservation Design**

Mr. Embick welcomed Rachael Griffith, Sustainability Director with the Chester County Planning Commission (CCPC), to answer questions about open space analysis and recommendations, and to walk the group through the Conservation Subdivision Design Guide created by the County planners to help municipalities develop effective ordinances.

Ms. Griffith stated that for the past several years, the CCPC has partnered with area land trusts on the common goal of preserving open space in Chester County. The CCPC has worked on planning and policy tools that can be used by municipalities to promote the preservation of open space. She stated that the county compiled open space information for all 73 municipalities in Chester County, and presented the data for Westtown Township as of 2022. She encouraged the creation of an official township map to identify open space priorities and to use as the basis for future efforts to preserve those spaces.

Mr. Embick stated that the Township passed an open space tax in 2022, and is in the process of trying to acquire over 200 acres of Crebilly Farm. He stated that another 100 acres of Crebilly Farm have been eased. Mr. Embick asked if there would be any benefit adding Crebilly to the official map. Ms. Griffith said she would consult with Natural Lands, but said that she didn't see any compelling reason to adding it if the deal is likely to close by the end of the year.

Mr. Sennett questioned the figure that forty-one percent (41%) of residents in Westtown are within a 10-minute walk of open space, and asked how that number was determined. Ms. Griffith stated that Department of Conservation and Natural Resources (DCNR) derived that figure using a sidewalk analysis, but that she was not entirely sure of the methodology (e.g. what parks and open space were included). Mr. Sennett stated that he felt the figure was a gross exaggeration, given that Westtown Township is not a very walkable community. Mr. Sennett asked if the open space survey that the County prepared identifies the type of open spaces. Ms. Griffith stated that the survey does not consider the type of open space. Mr. Sennett pointed out that some open space indicated on the survey, such as Westtown School property, is not open to public use. Mr. Sennett also asked Ms. Griffith about methods of measuring open space use. Ms. Griffith stated that trail counters and parking lot surveys are generally used. Mr. Sennett stated that Oakbourne Park is used almost entirely by visitors who come by car.

Mr. Knaub asked if adopting an official township map designating land as a particular category gives a township any power over the landowner on how their land may be used. Ms. Griffith said she would refer that question to a solicitor.

Mr. Embick asked Ms. Griffith if she saw any way to safely create a walkable connection along Pleasant Grove Road between Oakbourne Park and Crebilly Farm. Ms. Griffith replied that such a connection might be a project to consider for a future Parks, Recreation, and Open Space Plan. She added that the Township might be able to secure a grant for a connection study. Ms. Carter noted that Pleasant Grove Road is a connector road, and that the right of way would allow for a trail on one side, but the problem would be crossing Route 202. Mr. Frisco suggested connecting Oakbourne Park and Tyson Park.

Mr. Embick asked how the PC could pull these opportunities together. Ms. Carter stated that once the Crebilly acquisition is completed, the Township would need to update its 2014 Parks, Recreation, and Open Space Plan to include the ongoing maintenance of Crebilly and the additional phases of the Oakbourne Park Master Plan. Ms. Carter stated that if making connections is a priority, then the Township could do a multi modal plan. She stated that it is all a matter of what the Township's priorities are.

Ms. Griffith stated that the CCPC is encouraging municipalities to do more frequent and more implementation-focused planning. Mr. Hatton suggested looking at smaller scale projects like creating a safe connection from Wild Goose Farm or Pleasant Grove to Oakbourne Park. Mr. Sennett agreed. Ms. Carter stated that the Township would need to work with PennDOT on a Wild Goose connection because S. Concord Road is state owned. Mr. Embick asked Ms. Carter if she would draw up an outline for that project. She stated she would prepare a rough plan of action for a future meeting, and added that the process would be relatively the same regardless of the neighborhood being connected to Oakbourne Park.

Mr. Sennett asked Ms. Griffith if she was aware of other municipalities in Chester County that are already built out that have successfully connected neighborhoods. Ms. Griffith replied that creating walkable connections in townships that are already built out are definitely more difficult and more expensive, but that it can be done.

Moving on to discussion about the Conservation Subdivision Design Guide, Mr. Embick stated that in his experience developers are generally unreceptive partners in conservation

design. He asked Ms. Griffith how a municipality can force developers to engage in the conservation process. Ms. Griffith stated that some municipalities require a site visit and sketch plan prior to submitting a formal design plan. She added that having an updated Parks, Recreation, and Open Space Plan was critical. Mr. Embick stated that because there are very few parcels remaining in Westtown Township left for development and developers are uncooperative, he wondered whether there was any point in keeping the Township's flexible development ordinance.

Ms. Griffith stated that the Conservation Subdivision Design Guide includes a model ordinance. She acknowledged that it is definitely not a "one size fits all" template, but said it has elements Westtown might want to consider, such as allowing development by right, instead of requiring the conditional use process, or eliminating the density bonus. Ms. Griffith directed the group to the County website for more information on the design guide. Mr. Embick asked Ms. Carter to investigate possible changes the Township's flexible development procedures that would encourage conservation design. Ms. Carter echoed Mr. Embick's point and promised to look into that.

### **Old Business**

#### **1. Official Map – Continued Discussion**

Given the time left in the meeting, Mr. Embick asked the members if they preferred to discuss the official map or attainable housing. The Commission agreed to table discussion of the map until later date. Ms. Carter said she will prepare a map showing existing and proposed trails, easements, and unprotected open space for the next meeting.

#### **2. Attainable Housing – Next Steps**

Mr. Sennett stated that in his opinion, the PC should not spend much time on the topic because Westtown does not have the infrastructure like public transportation and accessible retail that are necessary to support people who are seeking affordable and attainable housing. Mr. Frisco agreed. Ms. Carter stated that the Township could add provisions to its Zoning Ordinance to encourage attainable housing on a small scale. She suggested to reach out to the Westminster Presbyterian Church to follow up on their interest of the housing project on their land.

### **Public Comment**

There was none.

### **Reports**

1. Mr. Hatton briefly summarized the May 6 Board of Supervisors meeting.
2. Mr. Hatton also made the report from the April 30 Environmental Advisory Council meeting.

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

The meeting was adjourned at 8:42 PM.

Next PC Meeting:

- **May 22 2024, 7:00 PM**

PC Representative at next Board of Supervisors Meeting:

- **Monday May 20, 2024, 7:30 PM** – Jim Lees/Russ Hatton

Respectfully submitted,  
Mila Carter  
Planning Commission Secretary

**WESTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WESTTOWN  
TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA ADOPTING THE  
2024 EMERGENCY OPERATIONS PLAN FOR THE TOWNSHIP.**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Westtown Township that the Emergency Operations Plan of Westtown Township, a copy of which is attached to this Resolution as Exhibit “A,” is hereby approved, adopted and placed into immediate effect. This Plan shall be reviewed every two years to make certain that it conforms with the requirements of the Chester County Emergency Operations Guideline.

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

**Westtown Township  
Board of Supervisors**

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

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

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

ATTEST:

\_\_\_\_\_  
Township Secretary

A photograph of a fire station with a red fire truck parked in front of an open bay door. The station has a brown metal roof and brick walls. The truck is red with yellow accents. The background shows green trees under a clear sky.

**EMERGENCY OPERATIONS PLAN (EOP)**

**FOR**

**Westtown Township**

**in Chester County, PA**

**April 2024**

**Basic Plan**

## TABLE OF CONTENTS

Table of Contents.....	i
Promulgation.....	ii
Certification of Review.....	iii
Record of Changes .....	iii
Distribution .....	iv
I. Purpose and Scope .....	1
II. Situation and Assumptions .....	1
III. Concept of Operations/Continuity of Government.....	3
IV. Organization and Assignment of Responsibilities.....	5
A. Command .....	5
1. Elected Officials.....	6
2. EOC Manager .....	6
3. Public Information Officer/External Affairs .....	6
4. Safety Officer.....	7
5. Liaison Officer .....	7
B. Operations Section .....	7
1. Communications Branch.....	7
2. Firefighting Branch.....	7
3. Health/Medical Branch .....	8
4. Search and Rescue Branch.....	8
5. Oil and Hazardous Materials (HAZMAT) Response Branch .....	9
6. Public Safety and Security Branch .....	9
C. Planning Section .....	9
1. Emergency Management Branch.....	10
D. Logistics Section.....	10
1. Transportation Branch .....	10
2. Public Works and Engineering Branch.....	10
3. Mass Care, Housing and Human Services Branch .....	10
4. Resource Support Branch .....	11
5. Agriculture and Natural Resources Branch .....	11
6. Energy Branch .....	12
E. Finance and Administration Section.....	12
1. Long Term Community Recovery and Mitigation Branch .....	12
V. Administration and Logistics.....	12
VI. Training and Exercises.....	13
VII. Plan Requirements, Maintenance and Distribution.....	14
APPENDIX A: Authority and References.....	15
APPENDIX B: Definitions and Glossary .....	16
APPENDIX C: Listing of Hazard-Specific plans (Plans are Published Separately).....	20
FUNCTIONAL CHECKLISTS.....	Published Separately
NOTIFICATION AND RESOURCE MANUAL (NARM) .....	Published Separately



**PROMULGATION**

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

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

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

\_\_\_\_\_  
Dick Pomerantz, Police Commissioner

\_\_\_\_\_  
Liudmila Carter, Interim Township Manager

\_\_\_\_\_  
Gerald DiNunzio, EMC

## CERTIFICATION OF REVIEW

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

Date	Signature
23 February 2011	Don L. Verdiani, EMC
10 January 2012	Don L. Verdiani, EMC
16 December 2013	Don L. Verdiani, EMC
1 January 2016	Don L. Verdiani, EMC
4 December 2017	Don L. Verdiani, EMC
24 August 2020	Don L. Verdiani, EMC
4 April 2022	Don L. Verdiani, EMC
6 April 2024	Gerald R. DiNunzio, JR EMC

## RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)
1	16 December 2013	16 December 2013	DLV
2	1 January 2016	1 January 2106	DLV
3 – Changed CC EMA recipient from Kagle to Turner, added references to pipeline emergencies	4 December 2017	4 December 2017	DLV
4 – Removed highlights identifying 2018 changes. Minor clarification changes - highlighted	24 August 2020	24 August 2020	DLV
5 – Updated Dist. List	4 April 2022	4/April 2022	DLV
6 – Reviewed EOP, created new promulgation due to new supervisors, updated Dist. List	6 April 2024	6 April 2024	GRD

# DISTRIBUTION LIST

The Following have received Copies of this Plan

<b>COPY #</b>	<b>ORGANIZATION</b>	<b>INDIVIDUAL RECEIVING COPY</b>	<b>DATE</b>
1	Chester County EMA	Kelly Tinsman	
2	Westtown Township	Mila Carter	
3	EMC	Gerry DiNunzio	
4	Deputy EMC	Dennis Gallagher	

## **I. PURPOSE AND SCOPE**

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

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

## **II. SITUATION AND ASSUMPTIONS**

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

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

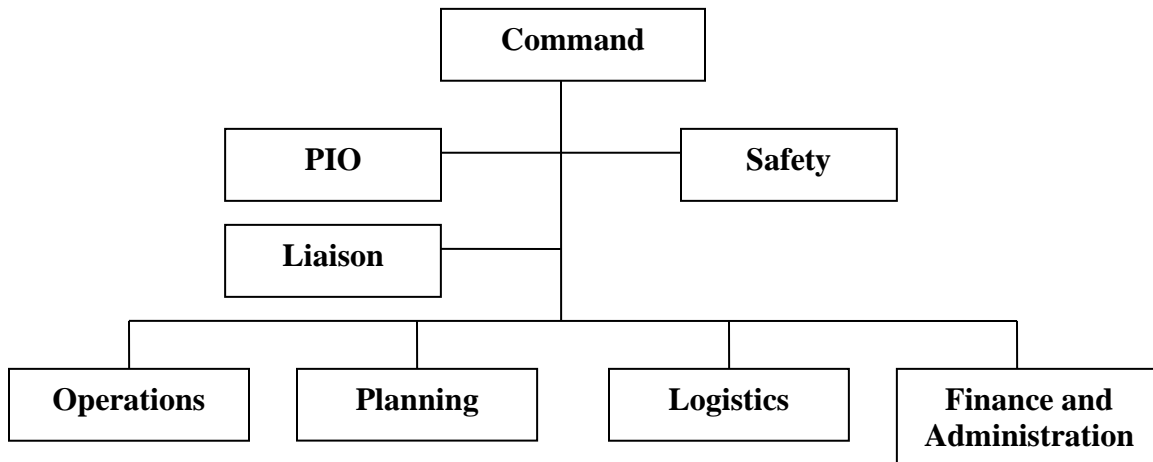
- G. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual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

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

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

### III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

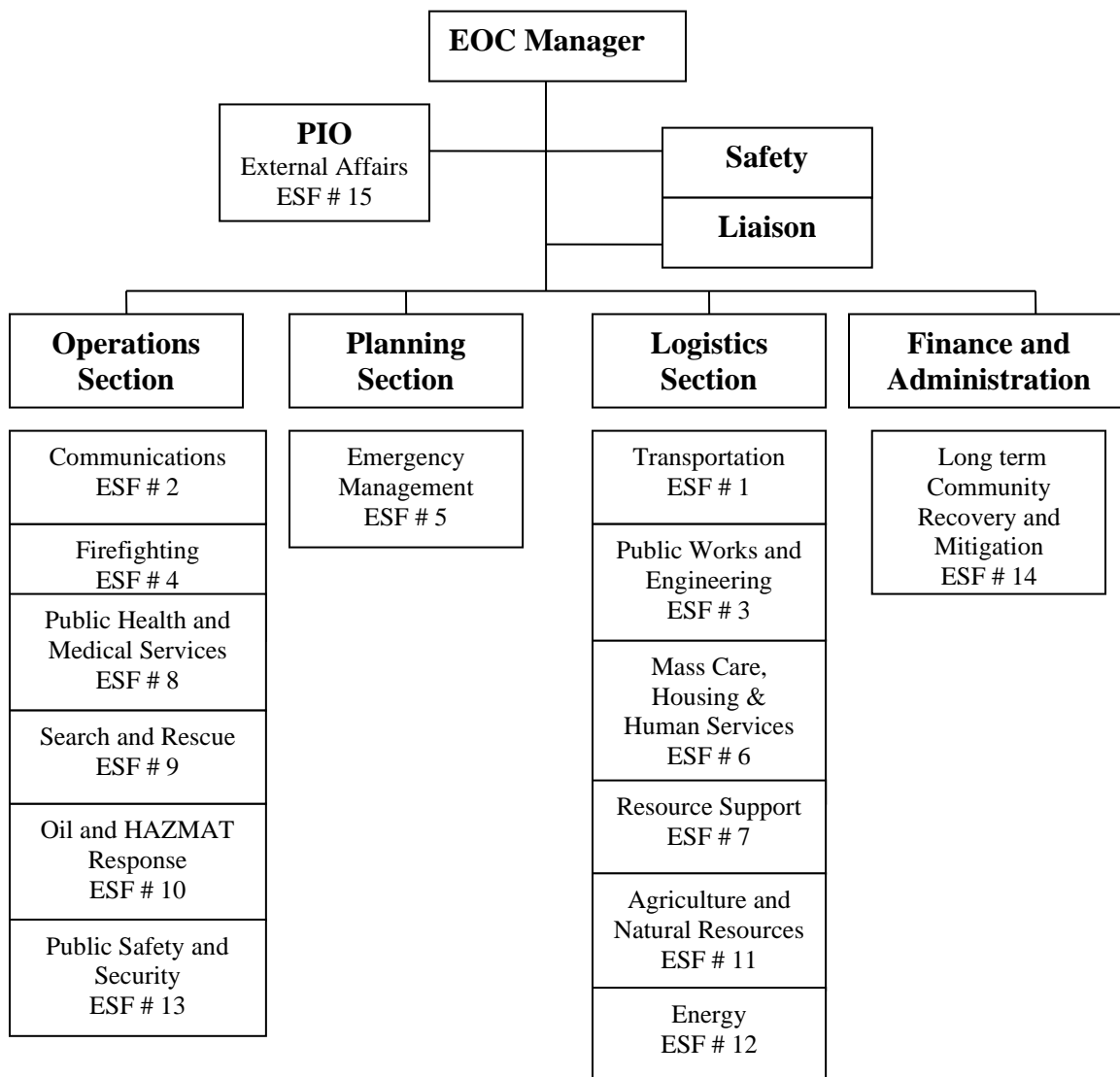
- A. The elected officials (Westtown Township Board of Supervisors) are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within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



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

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

**Emergency Operations Center (EOC) Example**



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



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

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. COMMAND**

#### **1. Elected Officials:**

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

#### **2. Emergency Management Coordinator/EOC Manager:**

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

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

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

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

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

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

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

**1. Communications Branch (ESF # 2):**

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

**2. Firefighting Branch (ESF # 4):**

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

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

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

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

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

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

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

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

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

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

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

**1. Emergency Management Branch (ESF # 5):**

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

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

**1. Transportation Branch (ESF # 1):**

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

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

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

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

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

**4. Resource Support Branch (ESF # 7):**

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

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

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

**6. Energy Branch (ESF # 12):**

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

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

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

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

**V. ADMINISTRATION AND LOGISTICS**

**A. Administration**

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



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

B. Logistics - Coordination of unmet needs:

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

## **VI. TRAINING AND EXERCISES**

A. Training Authority

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

B. Exercise Requirements

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

C. Training Policy

1. Public Officials:

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

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

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

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

3. **State and Federal Training**

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

**VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION**

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

**APPENDICES:**

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

## APPENDIX A: **AUTHORITY AND REFERENCES**

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

## APPENDIX B: DEFINITIONS AND GLOSSARY

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

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

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

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

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

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

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



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

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

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

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

WESTT21001

**MEMORANDUM**

**TO:** Pam Packard, Parks Coordinator  
Liudmila Carter, Township Manager

**FROM:** Marc Morfei, Project Manager



**DATE:** May 10, 2024

**SUBJECT:** Oakbourne Park  
MECO Constructors Inc.  
Payment Request No. 13

---

We have reviewed the attached Request for Payment [No. 13] 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 **\$512,692.87**.

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

Enclosure: Pay Request [No. 13]

## REQUEST FOR PAYMENT

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

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

Invoice: 13235110  
Draw: 13  
Invoice date: 4/30/2024  
Period ending date: 4/30/2024

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		\$5,009,130.91
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$285,554.97	
Total completed less retainage		\$4,723,575.94
Less previous requests	\$4,210,883.07	
Current request for payment		\$512,692.87
Current billing		\$569,658.75
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$56,965.88	
Current amount due		\$512,692.87
Remaining contract to bill	\$748,974.06	

Project: 1-23511-0  
Oakbourne Park Improvements

Contract date:

Architect:

Scope:



Approved 5/10/2024  
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 14<sup>th</sup> day of May, 2024

Date: 5/8/24

Notary Public 

My commission expires: 6/30/2024

## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen

Invoice: 13235110

Draw: 13

Period Ending Date: 4/30/2024

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	1.00	662,000.00	
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	2,043.75	26,568.75	4,768.75	61,993.75	2,488.25
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	
14	Boulder Wall	LF	280.00	222.00	62,160.00			119.00	26,418.00	161.00
15	Parking Lot Light Poles	EA	2.00	17,750.00	35,500.00			2.00	35,500.00	
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	ComfrtStatinBldgFnd&Cordnation	LS	1.00	25,400.00	25,400.00			1.00	25,400.00	
19	ShdPav,Ftgs&ConcPad@ComfStatio	LS	1.00	121,500.00	121,500.00			1.00	121,500.00	
20	Hex Block Asphalt Unit Paving	SY	300.00	368.00	110,400.00	75.00	27,600.00	300.00	110,400.00	
21	Bit Pathway-Athletic Core Area	SY	1,400.00	60.00	84,000.00	680.00	40,800.00	1,400.00	84,000.00	
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	0.60	63,600.00	0.95	100,700.00	0.05
28	StoneSeat/RetainWall@BsktblCrt	LF	125.00	800.00	100,000.00			125.00	100,000.00	
29	ChainLinkFence@BasketballCourt	LF	265.00	104.00	27,560.00			66.25	6,890.00	198.75
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	1.90	163,020.00	1.90	163,020.00	0.10
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			2,008.00	140,560.00	-282.00

## REQUEST FOR PAYMENT DETAIL

Project: 1-23511-0 / Oakbourne Park Improvemen      Invoice: 13235110      Draw: 13      Period Ending Date: 4/30/2024      Detail Page 3 of 4 Pages

Item ID	Description	CONTRACTED				CURRENT		TOTAL TO DATE		Units to Finish
		Unit of Measure	Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
34	ConcPad-ShadStruct@TennisCourt	LS	1.00	20,800.00	20,800.00			1.00	20,800.00	
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	0.60	47,580.00	0.95	75,335.00	0.05
37	ChnLnkFnc&Gates@PicklballCourt	LF	215.00	123.00	26,445.00			50.00	6,150.00	165.00
38	GravtyBlkWalls@PicklballCourts	SF	665.00	81.00	53,865.00			1,059.47	85,817.07	-394.47
39	Batting Cage	LS	1.00	128,300.00	128,300.00	0.50	64,150.00	1.00	128,300.00	
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			2,205.00	134,505.00	
56	24" HDPE	LF	31.00	116.00	3,596.00			31.00	3,596.00	
57	Stormwater Inlets	EA	37.00	3,405.00	125,985.00			37.00	125,985.00	
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	4.00	8,840.00	6.00	13,260.00	
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: 13235110

Draw: 13

Period Ending Date: 4/30/2024

Detail Page 4 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	
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	NewGrvlWalkingPath@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	Dedicuous Shade Trees	EA	86.00	785.00	67,510.00	38.00	29,830.00	75.00	58,875.00	11.00
74	Deciduous Ornamental Trees	EA	26.00	785.00	20,410.00	26.00	20,410.00	26.00	20,410.00	
75	Evergreen Trees	EA	47.00	505.00	23,735.00	47.00	23,735.00	47.00	23,735.00	
76	Shrubs	EA	438.00	62.00	27,156.00	150.00	9,300.00	150.00	9,300.00	288.00
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	0.25	11,125.00	0.75	33,375.00	0.25
AA1	Playground	LS	1.00	98,800.00	98,800.00			1.00	98,891.41	0.00
AA5a	ConvExistingGravITrails-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 UndgrndTnkClsr,ReloElcLn	EA	1.00	92,450.00	92,450.00			1.00	92,450.00	

<b>Totals</b>				5,472,550.00		569,658.75		5,009,130.91	
---------------	--	--	--	--------------	--	------------	--	--------------	--



# JOIN US TO MAKE HISTORY PLANNING SUMMIT – GETTING READY FOR 250

In 2026, America celebrates the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence.

Let's inspire and engage all members of our communities to

- 1-encounter the many ways in which Chester County participated in & influenced our nation's founding &
- 2-elevate everyone's understanding of our continuing journey to build a more perfect union



## JOIN US TO MAKE HISTORY PLANNING SUMMIT -- GETTING READY FOR 250

Date: Fri., June 7, 2024

Site: Thornbury Farm, 1256 Thornbury Rd, West Chester

### Agenda

- 8:15 Meet & Greet: coffee, juice, fruit
- 9:00 Meet Our Legislators: Independence & Freedom: Past, Present & Future
- 10:30 Ideas for 250: Full group discussion & idea generation, esp. collaboration opportunities
- 11:00 Ideas for 250: Action planning at each table: What might our organization do?
- Noon Working lunch provided: Idea sharing/report back highlights
- 1:00 Optional: Heritage Tour of Thornbury Farm

Register for free [cc250@chescofc.org](mailto:cc250@chescofc.org) 610.696.8211  
[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.

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

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

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



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



# Check Register

Westtown Township

17-May-24

From: 07-May-24 To: 20-May-24

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 General Fund - Univest</b>					
17716	5/9/2024	376	WESTTOWN TOWNSHIP	\$6,984.90	O
18019	5/7/2024	6052	ACE Hardware of West Chest	\$66.14	O
18020	5/7/2024	1009	Ann Marie Cassidy	\$1,340.00	O
18021	5/7/2024	32	AQUA PA	\$506.50	O
18022	5/7/2024	1001088	Joe Debes	\$151.30	O
18023	5/7/2024	810	Mark S Gross	\$500.00	O
18024	5/7/2024	1001059	Michael Mazzola	\$400.00	O
18025	5/7/2024	7295	Mila Carter	\$500.00	O
18026	5/7/2024	1000597	NetCarrier Telecom Inc.	\$506.76	O
18027	5/7/2024	1123	New Enterprise Stone & Lime	\$451.14	O
18028	5/7/2024	1000016	Roseann McGrath	\$7,250.00	O
18029	5/7/2024	1000347	Star Printing Inc.	\$4,052.44	O
18030	5/8/2024	981	A. J. Blosenski, Inc.	\$250.00	O
18031	5/8/2024	5509	Traffic Safety Store	\$208.29	O
18032	5/8/2024	7	Westtown-East Goshen PD	\$107,016.12	O
18033	5/8/2024	405760	George Clark	\$100.00	O
18034	5/13/2024	1201	Charles A. Higgins & Sons, Inc	\$130.00	O
18035	5/13/2024	7191	Code Inspections Inc	\$9,050.42	O
18036	5/13/2024	1000187	Eagle Power Turf and Tractor	\$95.59	O
18037	5/13/2024	39	Grainger	\$349.32	O
18038	5/13/2024	1000074	NAPA AUTO PARTS	\$42.35	O
18039	5/13/2024	15	Office Basics, Inc.	\$343.21	O
18040	5/13/2024	5540	W. B. Mason Co., Inc	\$27.98	O
<b>Bank Total:</b>				<b>\$140,322.46</b>	
<b>Bank Account: 8 Enterprise Fund - Univest</b>					
1663	5/8/2024	1196	McGovern Environmental, LLC	\$4,436.30	O
1664	5/8/2024	1000102	WordTech Inc	\$423.84	O
<b>Bank Total:</b>				<b>\$4,860.14</b>	
<b>Bank Account: 18 Capital Project Fund Univest</b>					
1362	5/8/2024	1000930	KeyBank National Association	\$70.00	O
1363	5/8/2024	406052	Pennoni	\$9,915.00	O
<b>Bank Total:</b>				<b>\$9,985.00</b>	
<b>Total Of Checks:</b>				<b>\$155,167.60</b>	