

BOARD OF SUPERVISORS  
EAST WHITELAND TOWNSHIP  
2013 ORGANIZATIONAL AND JANUARY BUSINESS MEETING  
January 7, 2013

Township officials present were Virginia McMichael, Chairman of the Board pro tem, John Mott, Vice Chairman of the Board pro tem, Terry Woodman, Township Manager, William Lincke, Township Solicitor, Eugene Dooley, Police Chief, and Mary Lou Knight, Assistant Township Secretary. William Holmes, Board Member was unable to attend the meeting. There were approximately sixteen (16) people in the audience at the onset of the meeting.

The meeting was called to order by Virginia McMichael, Chairman pro tem at 7:05 p.m.

Everyone recited the Pledge of Allegiance.

**Public Comment** – Ms. McMichael called for public comment. There was none.

### **Organizational Meeting**

#### **Board Appointments**

Mr. Mott made a motion to nominate Virginia McMichael as Chairman of the Board. Ms. McMichael seconded and the vote was unanimous. Ms. McMichael then took direction of the meeting.

Ms. McMichael made a motion to appoint John Mott as Vice Chairman of the Board. Mr. Mott seconded the motion. The vote was unanimous.

Ms. McMichael made a motion to appoint John Mott as Delegate to the State Convention. Mr. Mott seconded and the vote was unanimous.

Ms. McMichael made a motion to appointment William Holmes as representative to the East Whiteland Township Volunteer Fire Company. Mr. Mott seconded. The vote was unanimous.

#### **Administrative Appointments**

Mr. Mott made a motion to adopt Resolution No. 1-2013 appointing the following individuals to serve in the positions specified:

- |                                              |                                  |
|----------------------------------------------|----------------------------------|
| • Township Manager/Treasurer/ Zoning Officer | Terry Woodman                    |
| • Township Assistant Treasurer               | George Lokken                    |
| • Township Secretary and Assistant Secretary | Maureen G. Perri/Mary Lou Knight |
| • Township Solicitor                         | Beatty Lincke                    |
| • Township Engineer                          | Arro Consulting, Inc.            |
| • Township Traffic Engineer                  | McMahon Associates               |

Mr. Mott seconded the motion and the vote was unanimous.

## **Appointments to Boards and Commissions**

Ms. McMichael pointed out that vacancies exist on several Boards and Commissions: She indicated that appointments to the Zoning Hearing Board will be deferred to the February meeting of the Board. Mr. Mott made a motion to adopt Resolution No. 2-2013 appointing the named individuals to serve on the following Boards and Commissions for the terms specified.

Environmental Advisory Council – Gary Sheridan and Virginia Pohlman for three year terms ending 1/4/2016.

Historical Commission – Brian Taylor and Sylvia Baker for five year terms ending 1/8/2018

Planning Commission – Maureen Martinez for a four year term ending 1/3/2017

Police Pension Board - Martin Dudley for three year terms ending 1/4/2016.

Ms. McMichael seconded the motion and the vote was unanimous.

## **Resolutions**

Resolution No. 3 -2013 Emergency Services – Ms. McMichael made a motion to adopt Resolution No. 3-2011 and the Appendix to Resolution No. 3-2011 appointing East Whiteland Fire Company, Malvern Fire Company and Paoli Fire Company to provide fire protection, ambulance service and rescue service; East Whiteland Police Department to provide police service; and Medic 4 which is operated by the Malvern Fire Company to provide primary advance life support coverage. Mr. Mott seconded. The vote was unanimous.

Resolution No. 4-2013 Local Services (LST) Tax Collector –Ms. McMichael made a motion to adopt Resolution No. 4-2013 appointing Keystone Collections Group of Pennsylvania to collect the East Whiteland Local Services Tax. Mr. Mott seconded the motion, under duress. The vote was unanimous.

Resolution No. 5-2013 Appointment of Earned Income Tax Collector – Mr. Mott made a motion to adopt Resolution No. 5-2013 appointing Keystone Collections Group of Pennsylvania to collect the Earned Income Tax. Ms. McMichael seconded the motion and the vote was unanimous.

Resolution No. 6-2013 Appointment to Vacancy Board –Ms. McMichael indicated that appointments to the Vacancy Board will be deferred.

Resolution No. 7-2013 Dedication of Roads – Ms. McMichael made a motion to adopt Resolution No. 7-2013 specifying that the Township will accept roads for dedication only between April 1, 2013 and July 1, 2013. Mr. Mott seconded. The vote was unanimous.

## **Banking**

Banks as Depositories for Township Funds – Mr. Mott made a motion to authorize National Penn Bank, Meridian Bank, Pennsylvania Local Government Investment Trust (PLGIT), Penn Liberty Bank and First Niagara Bank as depositories for Township Funds. Ms. McMichael seconded and the vote was unanimous.

Establish Amount of Surety Bond – Mr. Mott made a motion to establish the amount of the Surety Bond for the Treasurer and Assistant Treasurer at \$5,000,000. Ms. McMichael seconded and the vote was unanimous.

### **Establishment of 2013 Meeting Dates**

Mr. Mott stated the 2013 meeting dates as follows:

1. The Board of Supervisors will meet at 7:00 p.m. on the second Wednesday of the month unless otherwise advertised. A public work session will be conducted between 6:00 p.m. and 7:00 p.m. prior to the regular meeting.
2. The Environmental Advisory Council will meet at 7:00 p.m. on the first Thursday of the month unless otherwise advertised.
3. The Historical Commission will meet at 7:30 p.m. on the second Tuesday of the month unless otherwise advertised.
4. The Park and Recreation Board will meet at 7:00 p.m. on the third Wednesday of the month unless otherwise advertised.
5. The Planning Commission will meet at 7:30 p.m. on the fourth Wednesday of the month unless otherwise advertised. A public work session will be conducted between 7:00 and 7:30 p.m. prior to the regular meeting.
6. The Zoning Hearing Board will meet at 7:15 p.m. on the fourth Monday of the month unless otherwise advertised.

Ms. McMichael made a motion to establish the 2013 Board and Commission meeting dates as stated. Mr. Mott seconded and the vote was unanimous. The Chair indicated that this information is on the Township's website.

### **REGULAR MEETING**

Ms. McMichael made a motion to approve the December 12, 2012 Meeting Minutes, Mr. Mott seconded and the vote was unanimous.

#### **Announcements**

Ms. McMichael announced that the Township Building will be closed Monday, January 21, 2013 in observance of the Martin Luther King holiday.

#### **Reports and Communications from Boards, Commissions and Township Officials**

East Whiteland Volunteer Fire Association - Deputy Chief, Jeff Brown gave the Fire Association report.

#### **ACCEPTANCE OF THE TREASURER'S REPORT**

Ms. Woodman summarized the Treasurer's Report. Ms. McMichael made a motion to accept the Treasurer's Report dated December 31, 2012. Mr. Mott seconded and the vote was unanimous. The Treasurer's Report balance totals as of December 31, 2012 are as follows:

General Fund	\$ 4,373,100.10
Street Light Fund	14,706.80
Sewer Fund	4,370,073.81
Sewer Fund Reserve	3,280,177.94
Sewer Construction Fund	77.08
Park Development Fund	234,353.09
Capital Improvement Fund	2,217,397.77
Dare Fund	1,396.67
State Fund	109.82

### APPROVAL OF THE PAYMENT OF BILLS AND PAYROLL

Mr. Mott made a motion for approval of General Fund Voucher No. 2013-01, Sewer Fund Voucher No. 2013-01S, and Payroll Fund Voucher Nos. 2012-26 and 2013-1 which included two check runs. Ms. McMichael seconded. The vote was unanimous. The Chair pointed out that 2012 projected revenue was \$8,521,000 and the actual was \$9,293,000; expenses were budgeted at \$9,046,000 and the actual was \$8,404,000. The Chair and Mr. Mott expressed their kudos to Ms. Woodman and Mr. Lokken for their conservative projections and also to the Department Heads for their work on keeping a tight rein on spending.

### OLD BUSINESS

#### Status of discussions with Charlestown Township concerning Fire Company cost sharing.

Ms. Woodman reported that a letter on this subject was sent to Charlestown Township in December. There has been no response to date.

### PLANS

Final Land Development Plan – Covenant Presbyterian Church – Charles Hatten was present representing the applicant. A mock-up model of the finished project was presented to the Board representing a 4,848 sq. ft. addition to the existing church, a new 23,675 sq ft. sanctuary/teen center/music room building, and a connecting bridge to the existing sanctuary. A new 1,600 sq. ft. deacon's pantry is also proposed for the rear of the property along with 155 additional parking spaces. The church is located in the INS – Institutional Zoning District. Mr. Hatten spoke to the work done at and by the church in conjunction with many community organizations. Part of the expansion will be dedicated to a teen center, and the overall expansion will allow more space for ongoing activities. AARO and the Chester County Planning Commission have signed off on the Plan. Mr. Hatten thanked various Township Boards and Commissions for their help during the planning process. Jim Carr walked the Board around the mock-up model and pointed out the various buildings. For the record, Mr. Mott indicated that he was a member of the Covenant Presbyterian Church. Ms. McMichael made a motion to approve the Final Land Development Plan of Covenant Presbyterian Church located in the Institutional Zoning District. Mr. Mott seconded and the vote was unanimous.

Ms. McMichael called a break in the meeting at 7:40 p.m. The meeting resumed at 7:45 p.m.

### New Business

- a. Malvern Hill Associates (O'Neill Properties, Uptown Worthington – Lou Colagreco was present representing the applicant. He explained that an error has been discovered in the plan previously approved by the Board. The error occurs on page 82 and references parking spaces. He explained what the plan should show. Mr. Mott made a motion to amend Malvern Hill Associates O'Neill Properties, Uptown Worthington recently approved Phasing Plan by incorporating amended sheet 82, revised phasing to show 75 reserved parking options. Ms. McMichael seconded and the vote was unanimous.
- b. Advertise Public Hearing - Ms. McMichael made a motion to hold a public hearing on February 13, 2013 to consider an amendment to the signage regulations that govern the O/BP – Office/Business Park Zoning District. Mr. Mott asked for clarification of what is included in the Office/Business Park Zoning District. Discussion ensued and Ms. Woodman clarified what is covered under this designation. Mr. Mott seconded and the vote was unanimous.
- c. Contract with the Chester County SPCA for Stray Boarding and Animal Protective Services – Ms. Woodman explained the charges billed to the Township under this contract. Mr. Mott made a motion to enter into a contract with the Chester County SPCA for Stray Boarding and Animal Protective Services, Ms. McMichael seconded and the vote was unanimous.
- d. Agreement with the North Central Highway Safety Network, Inc. for the PA Aggressive Driving Enforcement & Education Project
- e. Agreement with the North Central Highway Safety Network, Inc. for the Buckle Up PA Project  
  
Ms. Woodman explained that the projects listed above (d. and e.) are an education effort by the State. When a Township officer cites a driver for aggressive driving or failure to wear a seat belt, their time spent on the stop is listed and then a bill for this time is sent on to the State for reimbursement to the Township. Ms. McMichael made a motion to enter into agreements with the North Central Highway Safety Network, Inc. for the PA Aggressive Driving Enforcement and Education Project and the North Central Highway Safety Network, Inc. for the Buckle Up PA Project. Mr. Mott seconded and the vote was unanimous.
- f. Authorize Sale of Surplus Vehicle – Ms. McMichael stated that the vehicle in question was not picked up by the person who submitted the winning bid of \$800. Mr. Mott made a motion to authorize the sale of a surplus vehicle valued at less than \$1,000. Ms. McMichael seconded and the vote was unanimous.
- g. Proposal from Art Bernardon, A.I.A. – Ms. McMichael stated that in response to an inquiry from the Township, Mr. Bernardon's architectural firm was asked to submit a design for a new public works building. They are the architects who designed the new fire station, and it was thought that cost savings could be generated by tying the projects together. The Board met with Mr. Bernardon and was impressed with his firm's extensive experience in municipal areas. Ms. McMichael listed the many reasons why a new public works facility is not only needed but long overdue. Discussion ensued. Mr. Mott made a motion to finalize and enter

into a contract with Bernardon Haber Holloway Architects for the design of a public works facility. Ms. McMichael seconded, and the vote was unanimous.

Ms. McMichael suspended the meeting at 8:05 p.m.

#### Public Hearings

- a. A public hearing to consider amendments to the signage provisions in the ROC/R – Regionally Oriented Commercial/Residential Zoning District to establish additional standards for retail signage was convened at 8:06 p.m. Notes of Testimony were taken by Court Reporter Elaine Parish and the hearing was closed at 8:14 p.m.
- b. A public hearing to consider an amendment to the O/BP – Office/Business Park Zoning District to allow zero lot line units as part of overall development of a tract in this District was opened at 8:15 p.m. Notes of Testimony were taken by Court Reporter Elaine Parish and the hearing was closed at 8:23 p.m.

The regular meeting of the Board of Supervisors was reconvened at 8:24 p.m. A motion was made by John Mott, seconded by Virginia McMichael, to adopt the sign amendments for the ROC/R – Regionally Oriented Commercial/Residential Zoning District as presented at the Public Hearing held earlier this evening. The motion carried. A motion was made by Virginia McMichael to adopt an amendment to the O/BP – Office/Business Park Zoning District to allow zero lot line units as part of overall development of a tract in this District in accord with the testimony given in the hearing held this evening. The motion carried.

Hearing no new business the meeting adjourned at 8:28 p.m.

Respectfully submitted,

Mary Lou Knight  
Assistant Township Secretary