



# West Pikeland Township

ATTENDING BOARD OF SUPERVISORS	ATTENDING TOWNSHIP PERSONNEL
Noreen Vigilante, Chair	Joseph L. Romano III, Township Manager
Harold Hallmann III, Vice Chair	Dorene Guistwhite, Township Treasurer
Steven Costa, Supervisor	Theresa Stockdale, Assistant Secretary
Tom McLewee, Supervisor	
Carin Mifsud, Supervisor	

Ms. Vigilante called the meeting to order on January 6, 2025, at 7:30 PM and led the Pledge of Allegiance.

## **TEMPORARY SELECTION OF CHAIRMAN, BOARD OF SUPERVISORS**

Ms. Mifsud motioned to appoint Mr. Romano as temporary Chairman of the Board of Supervisors. Seconded by Mr. Costa. Motion unanimously approved.

## **NOMINATION OF CHAIRMAN, BOARD OF SUPERVISORS**

Ms. Mifsud made a motion to approve Ms. Vigilante as Chairman of the Board of Supervisors. Seconded by Mr. Hallman. Motion unanimously approved.

## **NOMINATION OF VICE CHAIRMAN, BOARD OF SUPERVISORS**

Ms. Mifsud made a motion to approve Mr. Hallman as Vice Chairman of the Board of Supervisors. Seconded by Mr. Costa. Motion unanimously approved.

## **APPROVAL OF AGENDA**

Motion by Mr. Costa to approve the agenda as presented for the January 6, 2025, Board of Supervisors meeting. Seconded by Mr. McLewee. Motion unanimously approved.

## **APPROVAL OF CONSENT AGENDA ITEMS**

Mr. Romano explained that in Pennsylvania, the authority for townships to use consent agendas in meetings is generally derived from the Pennsylvania Sunshine Act. With this authority, a single vote will approve the following routine items of business without discussion, unless individual agenda item action is requested by a Supervisor. The following items were approved as part of the Consent Agenda:

- Approval of Minutes from 12/16/2024 Board of Supervisors Meeting
- Approval of Resolution 2025-01 Appointments for 2025
- Approval of Resolution 2025-02 Fee Schedule for 2025
- Approval of Resolution 2025-03 Depository of Funds
- Approval of Resolution 2025-04 Mileage Reimbursement
- Approval of Resolution 2025-05 Fire Company Designation
- Approval of Resolution 2025-06 Designated Ambulance Service
- Approval of Resolution 2025-07 Compensation of Township Manager
- Approval of Bills

No items were removed from the Consent Agenda for further discussion or separate vote. Motion by Mr. Costa to approve the Consent Agenda. Seconded by Mr. McLewee. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **UNFINISHED BUSINESS**

#### a. Act 537 Official Sewage Facilities Plan

Mr. Romano shared that the Act 537 Official Plan Update (the “Plan”) has been prepared by ARRO Consulting, Inc. for the West Pikeland Township, Chester County, Pennsylvania (the “Township”). The Plan addresses the planning requirements necessary to provide for public sanitary sewer collection and conveyance improvements to meet public sewer service needs in the Township. The planning area identified in the Plan consists of the entire Township. No major land developments were identified at this time.

To meet the wastewater conveyance needs of the planning area, the township will continue to 1) educate and communicate on the existing Township Ordinances related to Sewage Planning addressed in “Procedures for Use of Holding Tanks” (Resolution 2006-202) and “Septic Maintenance” (Resolution 2017-01); 2) Continue Community Engagement and Education on the importance of proper sewer management; and 3) update as necessary the comprehensive septage (on-lot disposal) system ordinance and program in partnership with Chester County’s Health Department.

In accordance with the Act of January 24, 1966, P.L. 1535, No. 537 known as the “Pennsylvania Sewage Facilities Act”, as Amended, and the Rules and Regulations of the Pennsylvania Department of Environmental Protection (PADEP) adopted thereunder, chapter 71.3(c) of the Pennsylvania Code, the Township provided a 30-day public comment period (6 Dec 24 thru 5 Jan 25). The Plan was available for review at the Township’s offices with comments addressed to me. Having received no comments, Mr. Romano recommend adoption of Plan 537 by approving Resolution 2025-08 (Approving the ACT 537 Official Plan).

Mr. Costa asked about how the township manages septic reports. Mr. Romano explained that the township gets reports from the county and updates them in our database.

Mr. Costa made a motion to approve Resolution 2025-08 Act 537 Sewage Plan Update. Seconded by Mr. Hallman. Motion passed unanimously.

#### b. Department of Community & Economic Development (DCED) Technical Assistance Update (Police Management)

Mr. Romano shared he spoke with and learned from Ms. Weaver, DCED Program Chief that the written report/assessment is completed and currently being staffed internally before release. Mr. Romano is working with Ms. Weaver on a date to have Chief Steffen return to provide a public briefing. Mr. Romano reminded leadership of the DCED’s purpose and police service options to

consider, as they (leadership) gather data necessary to confront the liability and budgetary challenges. Options include: 1) Status Quo, 2) Status Quo Hybrid, 3) Regional/Contracted, or 4) disbanding the department and going with full Pennsylvania State Police coverage. Ms. Vigilante and Ms. Milsud asked Mr. Romano to speak with Ms. Weaver and share leadership's request to receive the assessment soonest.

### **NEW BUSINESS**

a. Approval of Ordinance 2025-01 (Stormwater Ordinance Amendment to 2022-02)

Mr. Romano explained that this amendment updates the township's stormwater management ordinance 2022-02 by incorporating provisions for agricultural structures as set forth by the Chester County Act 167 (Model Stormwater Management Ordinance), specifically Section 106.E (Modified Exemption Threshold for Agricultural Structures).

Mr. Hallman made a motion to approve the Stormwater Ordinance 2025-01. Seconded by Ms. Mifsud. Motion passed unanimously.

b. Approval of Ordinance 2025-02 (Animal Control Ordinance)

Mr. Romano stated that with the decision to terminate the animal control contract with the Brandywine Valley SPCA, leadership directed management to institute provisions for animal control within the township's jurisdiction.

Mr. Costa made a motion to approve the Animal Control Ordinance 2025-02. Seconded by Mr. McLewee. Motion passed unanimously.

c. Approval of the Township's Animal Control Policy

Mr. Romano explained that this policy establishes guidelines for township employees interacting with animals and responding to calls for services to include care and disposition of animals.

Mr. McLewee made a motion to approve the Township's Animal Control Policy. Mr. Costa seconded. Motion passed unanimously.

d. Approval of Resolution 2025-09 (Destruction of Municipal Records)

Mr. Romano stated that the effective records management program allows for the reduction of township records. Under the Municipal Records Act, specifically the Pennsylvania Historical and Museum Commission, dated 16 December 2008, amended 28 March 2019, non-permanent records such as those listed in the Resolution, require a Resolution only. There is no requirement to notify the Commission.

Mr. Costa made a motion to approve Resolution 2025-09. Seconded by Mr. McLewee. Motion passed unanimously.

### **ANNOUNCEMENTS**

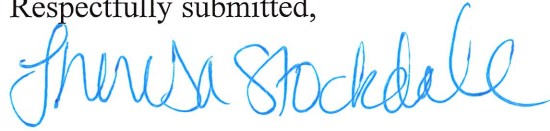
a. The Board of Supervisors of West Pikeland Township and Chester County Planning Commission invite Township residents to an evening dedicated to parks, recreation, open space, and trails, Wednesday, January 15, at 6:30 PM.

b. The next Board of Supervisors meetings are scheduled for Tuesday, January 21, and Monday, February 3, 2025, at 7:30 PM.

**ADJOURNMENT**

Motion by Mr. Costa to adjourn the meeting at 7:44 PM. Seconded by Ms. Mifsud. Motion unanimously approved.

Respectfully submitted,

A handwritten signature in blue ink that reads "Theresa Stockdale". The signature is written in a cursive, flowing style.

Theresa Stockdale, Assistant Secretary