



West Pikeland Township  
1645 Art School Road  
Chester Springs, Pennsylvania  
Minutes  
BOARD OF SUPERVISORS  
November 20, 2023, at 7:30 PM

ATTENDING BOARD OF SUPERVISORS	ATTENDING TOWNSHIP PERSONNEL
Noreen Vigilante, Chair	Barbara Kelley, Township Manager
Steve Costa, Vice Chair	Dorene Guistwhite, Township Treasurer
Harold Hallman III, Supervisor	Shane Clark, Police Chief
Carin Mifsud, Supervisor	Madison Orlor, Township Secretary
Richard Bright, Supervisor	

**I. CALL TO ORDER**

- a. Ms. Vigilante called the meeting to order at 7:30pm.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

- a. Ms. Vigilante made one (1) change to the agenda. Ms. Vigilante moved Section IX, Letter B, "Planning Commission Appointment" to Section V. Mr. Hallman made a motion to approve the agenda for the November 20, 2023, Board of Supervisors meeting. Mr. Costa seconded the motion. The motion was unanimously approved.
- b. Ms. Vigilante stated that the Board held an Executive Session on November 6, 2023, after the Board of Supervisors meeting. The topic discussed was personnel.

**IV. APPROVAL OF MINUTES**

- a. Mr. Costa made a motion to approve the November 6, 2023, Board of Supervisors meeting minutes. Ms. Mifsud seconded the motion. The motion was unanimously approved.
- b. Planning Commission Appointment
  - i. Mr. Frank Best introduced Dr. Brian Kelly to the Board and explained that the Planning Commission is looking forward to Dr. Kelly joining them. Dr. Kelly then gave a brief background of himself to the Board. Dr. Bright made a motion to approve of Dr. Kelly joining the Planning Commission. Mr. Costa seconded the motion. The vote was unanimous.

**V. REPORTS**

- a. **Police Report**
  - i. Chief reviewed the monthly report. The Chief reported there were 515 calls this month, 839 hours were worked, 6,976 miles were traveled, 58 traffic citations were issued, 29 warnings were issued, one (1) suspicious person and five (5) suspicious conditions. The police report is on file.



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**b. Treasurer Report**

- i. Ms. Guistwhite gave the Board an overview of the cash balances. Ms. Guistwhite stated that there is \$2.9 million in the general fund, \$3 million in Open Space, \$389,000 in liquid fuels and \$411 in Library funds. Ms. Guistwhite also explained that there is good news for November as the Township received the check from the Insurance Company for the building in the amount of \$261,000.00. Mr. Hallman asked how much money the insurance company still owes us. Ms. Kelley stated the \$261,000.00 was the final price. We should have the check within a week or two. Ms. Kelley explained that the insurance company is also sending checks to cover advertising, architect, permits and engineering fees. Ms. Kelley stated the estimate is about \$90,000.00. Mr. Costa made a motion to approve the Treasurer Report/Bills. Dr. Bright seconded the motion. The motion was unanimously approved. Mr. Hallman abstained from the Wex Bank check as it provides payment to Hallman's General Store.

**c. Park & Rec**

- i. Disc Golf
  1. Ms. Kelley explained that the bog turtle study needed to be completed to waive the requirement. Ms. Kelley stated that the estimated cost of the study is between \$2,500 and \$3,500. Mr. Hallman suggested that Disc Golf pay for the study to be completed, Ms. Vigilante agreed, along with the rest of the Board. Ms. Kelley stated she would notify Disc Golf. Ms. Mifsud advised Ms. Kelley to have Sam Wachsmuth involved in the conversation since he has been part of the Disc Golf process. The Board agreed that the Township will not be paying for the study to be done.
- ii. Playground
  1. Mr. Leithead explained that all the playground equipment was delivered today (11/20/23) and the installation would be the week after Thanksgiving. Mr. Leithead explained that the digging will begin Tuesday, 11/28, the drainage would be done on Wednesday, 11/29 and the equipment installation would be Thursday, 11/30. Mr. Leithead stated that the playground should be completed by the first week of December 2023, right on schedule.

**VI. PUBLIC COMMENT**

- i. Mr. Bryan Maher (EAC) explained that the EAC will be hosting a highway clean-up day on December 2, 2023, at 9AM. Mr. Maher stated that the cleanup would take place along Route 113. Mr. Maher explained that they normally will do both sides of the road, starting near the restaurant on Route 113 and Route 401 and ending either at the Montgomery School or the Shops at Pickering Mill and then turn around to do the other side.



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## **VII. UNFINISHED BUSINESS**

### **a. Paving Decision**

- i. Ms. Vigilante explained that if the engineer put together a bid package for the paving, it would cost around \$6,500 and another \$10,000 for the actual paving. Ms. Vigilante stated that it would be close to \$17,000 all said and done and that does not align with the 2024 budget. Ms. Mifsud asked Ms. Kelley if we could get a quote from the engineer for one (1) road, St. Peters' Way. Mr. Hallman suggested the Board hold off until February or March 2024 to decide on which roads are going to be paved. The Board agreed to table the paving decision. Ms. Vigilante stated for the record that St. Peter's Way would be on the paving list for 2024.

### **b. Bids for Gazebo**

- i. Ms. Orlor explained that the Gazebo Bids were opened on Thursday, November 16, 2023. Ms. Mifsud asked Ms. Kelley what the total amount of the grant was left. Ms. Kelley stated there was \$44,160 left to purchase the gazebo. Ms. Orlor explained that Country Lane Gazebo's will be completing the whole project, including the concrete pad. Mr. Hallman asked about the prevailing wage and Ms. Kelley stated she would follow up with the contractor. The Board is approving the Gazebo Bid with the expectation that Ms. Kelley will follow up regarding prevailing wages. Ms. Mifsud made a motion to approve Country Laze Gazebos for the Gazebo Bid. Mr. Costa seconded the motion. The motion passed unanimously.

### **c. Storage Facility**

- i. Mr. Romano gave an overview of the Storage Facility project. Mr. Romano stated that the electric pole was installed. Mr. Romano explained that the walk-through with the contractor will continue 11/21/23. Mr. Romano explained that there are currently no roof rails on the roof and those will need to be installed for snow and ice. Mr. Romano stated that it would be \$4,600 for the contractor to install the roof rails. The Board all agreed to have the roof rails (ice breaker) installed for \$4,600.

## **VIII. NEW BUSINESS**

### **a. Approval to Advertise the Budget for Public Inspection**

- i. Ms. Vigilante explained that the draft budget is ready to be inspected by the public. Ms. Gusitwhite explained that changes can be made to the budget after the public inspection window. Ms. Mifsud made a motion to advertise the budget for public inspection. Mr. Costa seconded the motion. The motion passed unanimously.

### **b. Grants (Resolutions for Camera and Pikeland Rd., Drainage)**

- i. Ms. Kelley explained that she is putting together an LSA grant for the Pikeland Road Drainage and for the Security Cameras. Ms. Kelley stated she worked with Mr. Leithead to



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put together a proposal for the camera system for the grant. Ms. Kelley stated that there needed to be a Resolution made for the grant, so she created one for the cameras and one for the road drainage. Ms. Mifsud made a motion to accept Resolution 2023-18 (cameras). Mr. Costa seconded the motion. The motion passed unanimously. Ms. Mifsud made a motion to approve Resolution 2023-19 (drainage) with the change of the 15% match. Dr. Bright seconded the motion. The motion passed unanimously.

**c. SPCA Contract**

- i. Ms. Vigilante stated that the Township should opt for the "Basic and Pay Early" plan. The Board agreed. Dr. Bright made a motion to approve the SPCA Contract. Ms. Mifsud seconded the motion. The motion passed unanimously.

**d. Generator**

- i. Mr. Costa stated that the quotes and spreadsheet were not clear. Mr. Costa asked if the spreadsheet could be revised and resubmitted at the next meeting. Ms. Orler stated she would adjust the spreadsheet and present it at the next Board meeting along with creating a bid package for the generator, transfer switch and installation.

**IX. ANNOUNCEMENTS**

- a. Ms. Vigilante announced the next Board meeting will be Monday, December 4, and December 18, 2023, at 7:30pm.
- b. PennDOT
  - i. Ms. Vigilante explained that PennDOT will be holding a virtual public meeting on December 5 at 6:30pm regarding the Art School Road bridge replacement.
- c. Holiday Stroll
  - i. Mr. Hallman mentioned that the Holiday Stroll will take place on December 8, 2023.

**X. ADJOURN**

- a. Mr. Costa made a motion to adjourn the meeting at 8:43pm, Dr. Bright seconded. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Madison Orler".

Madison Orler

Township Secretary