



West Pikeland Township
1645 Art School Road
Chester Springs, Pennsylvania
Minutes
BOARD OF SUPERVISORS
December 18, 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. Mr. Hallman made a motion to approve the agenda for the December 18, 2023, Board of Supervisors meeting. Ms. Mifsud seconded the motion. The motion was unanimously approved.

IV. PRESENTATION

- a. Ms. Vigilante called Mr. Joe Romano up to the front of the room. Ms. Vigilante gave a brief overview of what Mr. Romano has been doing for the Township (i.e., managing the new Storage Facility Project). Ms. Vigilante thanked Mr. Romano for everything he has done for the Township and stated she was pleased with his excellent work. The entire Board of Supervisors thanked Mr. Romano.
- b. Ms. Vigilante called Dr. Richard Bright to the front of the room. Ms. Vigilante gave an overview of Dr. Bright's time with the Township (16 years!) and thanked him genuinely. Ms. Vigilante presented Dr. Bright with a plaque for his service with the Township. The entire Board of Supervisors thanked Dr. Bright and said how great it was to work with him. Dr. Bright said a few words as he thanked his wife for her support as well as the Township staff and Board of Supervisors. Dr. Bright also welcomed the new Supervisor, Mr. McLewee.

V. APPROVAL OF MINUTES

- a. Mr. Hallman made a motion to approve the December 4, 2023, Board of Supervisors meeting minutes. Mr. Costa seconded the motion. The motion was unanimously approved.

VI. REPORTS

- a. Police Report
- i. Chief reviewed the monthly report. The Chief reported there were 519 calls this month, 768 hours were worked, 7,126 miles were traveled, thirty-six (36) traffic citations were issued, fifty-one (51) warnings were issued, one (1) underage drinking party, and two (2) 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 from November 2023. Ms. Guistwhite stated that there is \$2.6 million in the general fund, \$2.8 million in Open Space, \$379,000 in liquid fuels and \$2,000 in Library Tax funds. Ms. Guistwhite explained the P&L (year-to-date) is a little over budget because there was more income than expected. Ms. Guistwhite explained that the P&L is over budget due to a FEMA grant for the Public Works truck and Police car. 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. Library Report

- i. Nancy Niggel presented the October Library Report. Ms. Niggel stated the library hired two (2) new part-time employees. Ms. Niggel stated that in January, the Library is planning an MLK Jr Family Day, and in February, they will be hosting a Winter Carnival to support the summer reading program. Ms. Niggel stated the total circulation from October 2022 to October 2023 was up over 18%.

d. Park & Rec

- i. Sand Box
 1. Mr. Leithead explained that the sandbox is now open to the public. Mr. Leithead explained that an opening was held on Saturday, December 16, 2023. Mr. Leithead explained that the swale still needs to be completed, which will happen in the upcoming week, weather permitting. Mr. Leithead stated that in Spring 2024, grass seed will be planted. The entire Board of Supervisors thanked Ryan for his donation and his time to complete this sandbox.

VII. PUBLIC COMMENT

- i. There was no public comment.

VIII. UNFINISHED BUSINESS

a. Storage Facility

- i. Mr. Romano explained that the punch list is being completed and final payments are on hold until the work is finished. Mr. Romano explained the project is nearing completion and the punch list items should be accomplished this upcoming week.



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b. Planning/Zoning Report

i. ACMEC

1. Ms. Kelley explained that the Board needed to approve the extension (until February 21, 2024). Ms. Kelley contacted the Solicitor for his recommendations and stated we will be receiving them soon. Mr. Costa made a motion to accept the extension letter from ACMEC until February 21, 2024. Dr. Bright seconded the motion. The motion was unanimously approved.

ii. Planning/Zoning Report

1. Ms. Kelley explained to the Board that a spreadsheet was created with upcoming planning and/or zoning hearings to keep everyone informed. Ms. Kelley stated there are two (2) Historical review applications that can be added to the list. Ms. Vigilante asked Ms. Kelley if she heard from any Historical Commission/Harb members about combining the committees. Ms. Kelley stated that she has heard positive feedback and agreed to combining the committees.

c. Generator

- i. There was no discussion.

d. Holiday Stroll

- i. Ms. Vigilante stated that the Holiday stroll went well, and everyone enjoyed it. Ms. Vigilante explained that it could be improved for 2024. Ms. Kelley stated that Jeff Loudin offered to take it over for 2024. Ms. Vigilante stated she thought it was a great idea. Mr. Hallman agreed with Ms. Vigilante and stated a committee should be set up to organize the Holiday Stroll.

IX. NEW BUSINESS

a. Approval of 2024 Budget

- i. Ms. Vigilante explained that the 2024 budget needed to be approved, and the Board has done a lot of work on it. Ms. Vigilante stated she was content with how it is and is ready for approval. Ms. Vigilante explained that with a new supervisor joining, the budget can be revisited/edited in January 2024. Ms. Vigilante recommended the 2024 budget be approved. Ms. Kelley asked Ms. Vigilante if a work session will be needed in January, Ms. Vigilante explained it will be up to the new Supervisor, Mr. McLewee. Mr. Costa made a motion to approve the 2024 Budget. Dr. Bright seconded the motion. The motion was unanimously approved. Mr. Hallman stated that 2024 is another year that the Township does not raise taxes.

X. ANNOUNCEMENTS

- a. New Elected officials swearing in on January 2, 2024



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- i. Ms. Vigilante stated that the new Supervisor, Thomas McLewee, will be sworn in on January 2, 2024, along with Ashton Simmons, Noreen Vigilante, and Steven Costa. Ms. Kelley stated that the elected auditor gets sworn in as well, and Judge Simmons is prepared to attend.
- b. Ms. Vigilante announced the next Board meeting will be Tuesday, January 2, and Tuesday, January 16, 2024, at 7:30pm.

XI. ADJOURN

- a. Mr. Hallman made a motion to adjourn the meeting at 7:53 pm, Mr. Costa seconded. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Madison Orler".

Madison Orler

Township Secretary