

**BOARD OF SUPERVISORS
WEST PIKELAND TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026-15

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF WEST
PIKELAND TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA,
ESTABLISHING THE STRATEGIC ADVISORY COMMITTEE OF
WEST PIKELAND TOWNSHIP AS A STANDING ADVISORY
COMMITTEE.**

WHEREAS, Section 607 of the Second Class Township Code, as amended, permits the Board of Supervisors of West Pikeland Township (the “Board”) to execute legislative, executive and administrative action to ensure sound fiscal management of West Pikeland Township; and

WHEREAS, Section 1506 of the Second Class Township Code, as amended, authorizes the Board to make and adopt regulations for the proper management, care and control of the Township and its finances; and

WHEREAS, the Board wishes to create and establish an advisory committee for the purposes of creating and providing financial and project management tools, and review and analyze potential Township real estate and business transactions; and

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of West Pikeland Township, Chester County, Pennsylvania, by this Resolution, hereby establishes and creates the standing Strategic Advisory Committee of West Pikeland Township as follows:

Section 1. The Board of Supervisors of West Pikeland Township establishes and creates the Strategic Advisory Committee of West Pikeland Township, in accordance with **Exhibit “A”**, attached hereto and incorporated herein.

Section 2. This Resolution shall be effective immediately upon adoption.

RESOLVED this 1st day of June, 2026.

ADOPTED and approved on the 1st day of June, 2026.

**WEST PIKELAND TOWNSHIP
BOARD OF SUPERVISORS**

Thomas J. McLewee, Jr., Chair

Noreen Vigilante, Vice Chair

Steven F. Costa

Harold M. Hallman, III

Bryan Maher

Jennifer Wachsmuth
West Pikeland Township Secretary

EXHIBIT “A”

STRATEGIC ADVISORY COMMITTEE PURPOSE AND STRUCTURE

I. NAME

“The Strategic Advisory Committee of West Pikeland Township”

II. PURPOSE

The purpose of the Strategic Advisory Committee (the “Committee”) is to perform the following tasks:

- A. Review, analyze and assist with the development of industry standard policies and procedures regarding transactions of the Township.
- B. Review, analyze, and assist with the development of project management and tracking tools for the Township’s use.
- C. Review, analyze, suggest changes or create financial management policies and practices for the Township’s use.
- D. Review, analyze and create other such financial or general business policy resources as suggested by the Board of Supervisors.
- E. Any other such tasks assigned to the Committee by the Board of Supervisors, as the Board of Supervisors sees fit.

III. STRUCTURE AND ORGANIZATION

- A. The Committee shall be a standing committee that exists until the Board of Supervisors takes official action to dissolve the advisory committee.
- B. The Committee shall consist of between three and five Committee Members, maximum, appointed by the Board of Supervisors. The Committee shall always consist of an odd number of members. The Committee may consist of individuals who reside within the Township, who have certain backgrounds such as general business knowledge, engineering, real estate, construction, development, and financial expertise. The membership shall be at the discretion of the Board of Supervisors.
- C. Each Committee member shall serve a term of 3 years. The initial terms for a five member Board shall be staggered accordingly:
 - i. Two (2) members shall be appointed to a three (3) year initial term; and

- ii. Two (2) members shall be appointed to a two (2) year initial term; and
- iii. One (1) member shall be appointed to a one (1) year initial term.

Any future terms thereafter shall be set for 3 years. The Township Board of Supervisors may renew the term of a Committee member.

- D. The Committee shall meet at least once per month, as needed, and such meetings will be subject to the requirements of Pennsylvania's Sunshine Act.
- E. The Township Board of Supervisors shall appoint a Chair and Vice-Chair to the Committee. The Committee shall serve at the pleasure of the Board of Supervisors. Each Committee member may be terminated by the Board of Supervisors at any time with or without the recommendation of a majority of the Committee Members. Failure to attend three consecutive regularly scheduled meetings or four regularly scheduled meetings during a 12-month period shall constitute grounds for termination. The Board of Supervisors shall appoint successors to members who resign or are removed to serve for the remaining term of the member or members.
- F. The Township Board of Supervisors shall appoint one member of the Board to serve as a liaison to the Strategic Committee. The Liaison is solely responsible for providing the Committee with any relevant documentation required to complete their assigned tasks. The Liaison shall be appointed at each reorganization meeting in January. In the event the Liaison no longer served as a member of the Township Board of Supervisors, or no longer wishes to serve as the Liaison, the Township Board of Supervisors shall appoint a new Liaison from the Board members by majority vote.
- G. Information and documentation shall be provided to the Committee at the discretion of the Board of Supervisors. The Board of Supervisors reserves the right to withhold confidential and discretionary information. Township staff shall not be responsible for providing or disclosing any information or documentation to the Committee. It shall be the responsibility of the Liaison to provide the Committee with relevant documentation. The Committee shall not assign tasks to Township staff members.

- H. In the event the Committee receives confidential information, those documents shall be marked “Confidential” and shall not be distributed to anyone outside of the Committee or Township Board of Supervisors. If it is determined that a Committee member has distributed confidential information or documents, after being informed that the information or documents are in fact confidential, the Board of Supervisors may terminate that Committee member and reappoint a new Committee member.
- I. The Committee is strictly advisory in nature and has no decision-making authority. The decision-making authority remains solely and exclusively with the Township Board of Supervisors.
- J. The Committee is prohibited from incurring expenses, making payments, entering contracts, leases, or obligations, or otherwise binding the Township.

IV. DELIVERABLES

The Committee shall prepare deliverables as requested by the Board of Supervisors in the timeframe provided by the Board of Supervisors, should one be given. The Committee shall provide reports once per month to the Board of Supervisors, summarizing any advice, reports, meetings, analysis or the creation of tools by the Committee. The Committee may present formal presentations at a Board of Supervisors meeting, with prior notice and consent by the Chair of the Board of Supervisors.