

**TOWNSHIP OF WESTTOWN BOARD OF SUPERVISORS ORGANIZATIONAL MEETING  
TOWNSHIP MUNICIPAL BUILDING STOKES ASSEMBLY HALL  
1039 WILMINGTON PIKE, WESTTOWN  
Monday, January 7, 2008 - 7:30PM**

In attendance were Supervisors Carol R. De Wolf, Chair, Thomas A. Foster, Vice Chair, and Charles P. Barber, Police Commissioner; Township Manager Robert Layman; Township Solicitor Patrick McKenna; Township Roadmaster Mark S. Gross; Township Building Inspector John Wilson, and Township Planning Commission Member Jim Lees. There were fourteen guests in attendance

**DRAFT**

**I. Call to Order**

Chair Carol R. De Wolf led those present in the pledge of allegiance and called the meeting to order at 7:33Pm.

**II. Nomination for Board of Supervisor Chairman.**

Mr. Layman acting as temporary Chair entertained nominations for the position of Chair.

Mr. Barber nominated Thomas A. Foster Chair of the Board of Supervisors, seconded by Ms. De Wolf. No other nominations were received. Mr. Foster was unanimously elected as Board Chair.

**III. Nomination for Board of Supervisor Vice Chairman**

Mr. Foster as Chair entertained nominations for the position of Vice Chair. Mr. Barber nominated Carol R. De Wolf for Vice Chair, seconded by Mr. Foster. No other nominations were received. Ms. De Wolf was unanimously elected Vice Chair of the Board.

**IV. Nomination for Police Commissioner**

Mr. Foster entertained nominations for Police Commissioner. Ms. De Wolf nominated Charles P. Barber for Police Commissioner, seconded by Mr. Foster. No other nominations were received. Mr. Barber was unanimously elected as Police Commissioner.

**V. Appointments**

Mr. Foster reviewed the following list of appointments.

- A. Township Manager – Robert Layman
- B. Township Secretary – Robert Layman
- C. Township Treasurer – Robert Layman
- D. Planning Commission - 4 year term – Brent Whitig
- E. Zoning Officer – Robert Layman
- F. Assistant Zoning Officer – Elaine L. Adler
- G. Zoning Hearing Board – 3 year term – David Scaggs
- H. Township Roadmaster – Mark S. Gross
- I. Township Building Inspector – John Wilson
- J. Recycling Coordinator – Helen R. Greer
- K. Township Fire Marshal – Robert Gliem
- L. Vacancy Board – 1 year term – William Steele
- M. Township Solicitor – Robert Adams - Gawthrop Greenwood
- N. Township Engineer - Rob Pingar – McCormick Taylor
- O. Planning/Zoning consultants – Brandywine Conservancy
- P. Sanitary Sewer Consultants - URS
- Q. Auditors – Mingis Gutowski & Company
- R. Council of Governments Representative - Carol R. De Wolf

Ms. De Wolf asked that Council of Governments be included on the list as she will be the Township representative.

Mr. Barber made a motion, seconded by Ms. De Wolf, to approve the appointments as reviewed in Section V: A-R. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the appointments.

**VI. Appointment of Depositories.**

Mr. Barber made a motion, seconded by Ms. De Wolf, to approve the following financial institutions as the Township's official depositories for 2008. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the depositories.

- A. Pennsylvania Local Government Investment Trust
- B. Willow Financial Savings Bank (Operating and Wastewater fund)
- C. Boening & Scattergood

**VII. State Convention Voting & Other Delegates.**

Mr. Foster made a motion, seconded by Ms. De Wolf, to appoint Mr. Barber as the voting delegate to the State Convention. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors unanimously approved the appointment.

**VIII. Township Holidays.**

The Board of Supervisors unanimously approved the following Township Official Holidays:  
New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, and the day after Christmas.

**IX. Meeting Dates.**

The Township's Board of Supervisors, Planning Commission and Parks Advisory Group meeting dates, times, were unanimously approved by the Board.(Attached).

Mr. Layman announced that the Board will hold its regular meeting on January 21<sup>st</sup> even though it is a Township Holiday as Presby Homes wishes to continue its Conditional Use Hearing on that date.

Mr. Foster stated that any changes in meeting dates, times, or locations would be advertised on the Township website ([www.westtownpa.org](http://www.westtownpa.org)). sent to the Township mailing list and posted at the Township Office.

**X. Board of Auditors Organizational Meeting.**

The Board of Auditors will hold their 2008 Organizational Meeting on Tuesday, January 8, 2008, at 7:00Pm at the Township Municipal Building, 1039 Wilmington Pike, Westtown.

**XI. Appoint Michael Kling to the Board of Auditors.**

Mr. Foster stated that there is a vacancy on the Board of Auditors as Mabel Yu, whose term expires on 12/31/2009, has moved from the Township. Ms. Yu has not forwarded a letter of resignation to the Township as requested in correspondence from the Township Manager. Because of these circumstances the Township Solicitor has advised that the position should be declared vacant followed by the new appointment.

Ms. De Wolf made a motion, seconded by Mr. Barber, to declare that there is vacancy on the Board of Auditors. Mr. Foster asked for public comment. There was no public comment. The Board of Board of Supervisors Organizational Meeting 1/07/08 page 2

Supervisors unanimously declared the vacancy on the Board of Auditors. Ms. De Wolf made a motion, seconded by Mr. Barber, to appoint Michael Kling to the vacancy on the Board of Auditors. Mr. Foster asked for public comment. There was no public comment. The Board of Supervisors approved the appointment.

**XII. Adjournment**

On the motion of Ms. De Wolf, seconded by Mr. Barber, the Township's 2008 Organizational meeting was unanimously adjourned at 7:40Pm.

Respectfully Submitted,  
Robert Layman  
Township Manager