

**West Vincent Township
Board of Supervisors Meeting**

January 4, 2010 7:30 PM

Attendance: Kenneth Miller, Zoë Perkins, Clare Quinn, Township Manager Jim Wendelgass, Allan Greenwood, of Siana, Bellwoar and McAndrew, LLP, Township Solicitor and Township Secretary Tammy Swavely

Kenneth Miller, Jr. called to order the Township's organization meeting for 2010 at 7:34.

Clare Quinn nominated Zoë Perkins for the position of Temporary Chairman. Ken Miller seconded the motion which carried unanimously.

Zoë Perkins nominated Tammy Swavely for the position of Temporary Secretary. Miller seconded the motion which carried unanimously.

Quinn nominated **Kenneth Miller for the position of Chairman** of the Board of West Vincent Township Supervisors. Perkins seconded the motion. There were no other nominations and the motion carried unanimously.

Perkins nominated **Clare Quinn for the position of Vice-Chairperson** of the Board. Miller seconded the motion, which carried unanimously.

Miller made the motion to approve the following appointments for the year 2010:

Tammy Swavely as **Township Secretary**

Robert Brown as **Township Treasurer**

To reappoint David Brown to the **Planning Commission** for an additional 4-year term to expire 12/31/13

To reappoint Jake Scott, John Eldridge and Donna Hartnett to the **West Vincent Land Trust** for an additional 3-year term to expire 12/31/12

To appoint Katherine (Kit) Trolier to the **Zoning Hearing Board** for a 5-year term to expire 12/31/14

To appoint Christy Martin to the vacancy created by the resignation of Chris Carroll for the remaining term to expire 12/31/10 and to reappoint Suzanne Roth and Donald Cook to the **Environmental Advisory Council** for a 3 year term to expire 12/31/12

To acknowledge the resignation of Barbara Dunn as the Elected Township Tax Collector and to appoint Barbara Mueller as the **Elected Township Tax Collector** for a 4-year term to expire on 12/31/13

This motion was seconded by Perkins and carried unanimously.

The following appointments carried unanimously on a motion by Miller and a second by Quinn:

Township Solicitor – Allan B. Greenwood and Siana, Bellwoar and McAndrew, LLP
Special Counsel – James McMaster
Township Manager – James Wendelgass
Zoning Officer – Sandra Cantrell-Edwards
Building Code Officer – Sandra Cantrell-Edwards
Building Inspector – Richard Raichle
Treasurer – Robert Brown
Township Secretary – Tammy Swavelly
Code Office Assistant – Jason Barron
Office Assistant – Ruth McVey
Payroll Clerk – Paychex, Inc.
Tax Collector – Berkheimer Associates
Tax Hearing Officer – Berkheimer Associates
Engineer – Kenneth R. Yerger, Jr., P.E. and Carroll Engineering Corporation
Traffic Engineer – Caruolo Associates, Inc
Roadmaster – Kenneth I. Miller, Jr.
Road Foreman – Mark Hughes
Part-Time Park Maintenance – David Gottier
Animal Control – Glenn Deery
Police Chief – Michael Swininger
Emergency Management Director – James Gooding
Emergency Management Board Liaison – Kenneth I. Miller, Jr
Depository – DNB First, PLGIT, NOVA Bank, First National Bank of Chester County
Voting Delegate to State Convention – Kenneth I. Miller, Jr
Auditors – James Fassel, Veronica Monteith, Barbara Dunn
CPA - Barbacane, Thornton & Company
Vacancy Board Chairman – George Burnley
Open Records Officer – James Wendelgass

Northern Federation Representatives

Sara Shick
James Wendelgass-Township Representative
Clare Quinn-Board of Supervisor Representative

Phoenixville Regional Planning Committee Members

Clare Quinn-Voting Member
James Wendelgass-Alternate
David Brown-Planning Commission Member

West Vincent Land Trust appointments with terms (3 year term, to expire on December 31st of the listed year)

Zoë Perkins, 2010
Jake Scott, 2012
Robert Casciato, 2011
John Eldridge, 2012
Joseph Vasile, 2010
James Bentley, 2011
Edward Peabody, 2011
Donna Hartnett, 2012
Barbara Mueller, 2010
James Wendelgass, Township Representative

Planning Commission appointments and terms (4 year term, to expire on December 31st of the listed year):

Jean Warrick, 2012
George Martin, 2011
Sara Shick, 2010
Robert Kaiser, 2012
Katherine (Kate) Damsgaard, 2010
Barbara Mueller, 2011
David Brown, 2013
Board of Supervisor Liaison – Clare Quinn

Environmental Advisory Council appointments and terms (3 year term to expire on December 31st of the listed year):

Victoria Laubach, 2010
Pamela Brown, 2011
Donald Cook, 2009
Christy Martin, 2010
Janis Beale, 2012
Harriet Stone, 2011
Donna Delany, 2011
Suzanne Roth, 2012

Board of Supervisors Liaison- Clare Quinn
Planning Commission Liaison – Katherine (Kate) Damsgaard

Open Space Advisory Committee appointments with terms (1 year term to expire on December 31st of the listed year):

Pamela Brown, 2010
Benjamin James, 2010
Harriet Stone, 2010
Harry Saunders, 2010
Richard (Dick) Gibboney, 2010

Kenneth Miller, Jr., 2010 Board of Supervisors Member
Robert Kaiser, 2010 Planning Commission Member

Open Space Advisory Board appointments with terms (1 year term to expire on December 31st of the listed year):

Jody Segal-Reinbold, 2010
Donna Delany, 2010

Zoning Hearing Board appointments with terms (5 year terms, to expire on December 31 of the listed year):

Larry Shontz, Chairman, 2010
Karl Brachwitz, 2011
Jane Gaffer, 2013
Ken Frame, 2012
Katherine (Kit) Trolier, 2014

Zoning Hearing Board Solicitor – Patrick O'Donnell
Board of Supervisor Liaison – Zoë Perkins

Park and Recreation Committee (5 year terms, to expire on December 31 of the listed year):

Sara Shick, 2010
Brad Dyer, 2011
Suzanne Nastase, 2012
Steven Meyers, 2012
TJ Antich, 2010
James Hall, 2013

Board of Supervisor Liaison – Kenneth Miller, Jr

Agriculture Security Board (1 year terms to expire on December 31 of the listed year)

Kenneth Miller, 2010
Thomas Olszanowski, 2010
Wheeler Aman, 2010
Harry Emery, 2010
Raymond Nestorick, 2010

Perkins made the motion to adopt and approve the **2010 Regular Township Meeting Schedule** as follows:

Board of Supervisors

Meetings will be held at 9:00 a.m. on the 1st, Monday of the month (if the Monday is a legal holiday*, the meeting shall be held the following day):

July 6*

February 1
March 1
April 5
May 3
June 7

August 2
September 7*
October 4
November 1
December 6

Meetings will be held on the 2nd and 4th Monday of every month at 7:30 p.m. (if such meeting falls on a legal holiday*, then the meeting shall be held the following day):

January 4**, 11, 25
February 8, 22
March 8, 22
April 12, 26
May 10, 24
June 14, 28

July 12, 26
August 9, 23
September 13, 27
October 11, 25
November 8, 22
December 13, 27

* **Holidays that affect Meetings:** Independence Day/July 5th/6th, Labor Day/September 6th /7th

**** Reorganization Meeting**

Planning Commission Regular Meeting: 3rd Thursday of the Month at 7:30 PM and workshop 2nd Thursday of the month at 7:30 PM

Environmental Advisory Council: 1st Wednesday of the Month at 5:30 PM

Park and Recreation Committee: 1st Wednesday of the Month at 7:30 PM and workshop 3rd Monday of the month at 7:00 PM

West Vincent Land Trust, Inc.: March 2nd, June 8th, September 7th, and December 7th at 5:00 PM

All meetings will be held at the Township Building located at 729 St. Matthews Road, Chester Springs, PA 19425

This motion was seconded by Quinn and carried unanimously.

Quinn made the motion to approve and set the amount of the **Treasurer's bond at \$2,000,000** at a premium of \$1,250/year. Perkins seconded the motion which carried unanimously.

Quinn made the motion that the Board of Supervisors adopt **Resolution 1-2010 establishing the area of responsibility for police, fire, rescue and ambulance**. The Chester County Board of Commissioners requires municipalities to submit a Resolution annually listing the organizations responsible for providing fire, ambulance, police and rescue protection in the municipality and delineating the response territories where two or more organizations are involved in providing the same service. Perkins seconded the motion and it carried unanimously.

Quinn made the motion to adopt **Resolution 2-2010** establishing the Township Manager's Compensation at \$96,410.25.00 per annum. Perkins seconded the motion and it carried unanimously.

Quinn made the motion that the West Vincent Township Board of Supervisors adopt **Resolution 3-2010** as the Fee Schedule for 2010 as in the form submitted to the Board at the Reorganization meeting consisting of 6 pages including sections for Residential New Construction, Commercial New Construction, General Permits, Fire-code Official Fees, Board of Appeals Fees, Board of Supervisor Fees, Township Printed materials, Miscellaneous Fees, Subdivision/Land Development Fees, Engineering and Legal fees, Land Planner and Traffic Engineer Fees with an Electrical Fee Schedule attached consisting of 5 pages. This motion was seconded by Perkins and carried unanimously.

Quinn made the following motion that the Board of Supervisors approve **Resolution 4-2010**: NOW THEREFORE BE IT RESOLVED, and it is hereby resolved by the Board of Supervisors of West Vincent Township this 4th day of January 2010 that the rate at which employees shall be compensated for the use of their vehicles shall be set at \$0.50 per mile for each mile that a personal vehicle is used by that employee for Township business, it being understood that such usage may be subject to approval by the Township Manager. Perkins seconded the motion and carried unanimously.

Quinn made the motion to adopt **Resolution 5-2010** which sets the User Rates for the sewer systems owned by West Vincent Township. Also that the Township incorporates the following sewer districts into its sanitary sewer system: Sewer District Number 5 - Weatherstone Sewer District and Sewer District Number 6 - Ludwigs Corner Regional Sewer District. Perkins seconded the motion which carried unanimously.

Quinn made the motion to adopt **Resolution 6-2010**: NOW THEREFORE BE IT RESOLVED, and it is hereby resolved by the Board of Supervisors of West Vincent Township this 4th day of January 2010 that Barbacane Thornton & Company of 202 Bancroft Building, 3411 Silverside Road, Wilmington, DE 19810, a firm of certified public accountants, is hereby appointed to replace the elected auditors in accordance with Section 917 of the Second Class Township Code, 53 P.S. Section. Perkins seconded the motion which carried unanimously.

Miller made the motion to approve of minutes from **November 16, 2009**, as submitted. Perkins seconded the motion which carried unanimously.

Reports:

Township Building: No Report.

Township Manager Report: The Township Manager Report for the week ending 1/2/10 was acknowledged as submitted. Mr. Wendelgass added that the yearly Auditor meeting is 1/2/10 at 5:00 PM.

Active Subdivision List: There are no pending deadlines.

Bills List: The Bills List was reviewed. Perkins made the motion to approve the Bills List dated 1/3/10 in the total amount \$11,228.49. Quinn seconded the motion and it carried unanimously.

Correspondence:

A letter was acknowledged as received dated 12/21/09 from State Senator Dominic Pileggi inviting the Board to a meeting regarding the 2010 Census on January 29, 2010 at West Chester University.

An e-mail was received 12/31/09 requesting the **use of the meeting room** for the Airedale Terrier Club. Perkins made the motion that the Airedale Terrier Club be permitted to use the meeting room on 1/17/10. Miller seconded the motion which carried unanimously.

Miller announced that there would be an **Executive Session** immediately following the regular meeting to discuss real estate and personnel.

Perkins made the motion to adjourn which was seconded by Quinn, meeting adjourned 8:00 PM.

Respectfully Submitted,

Tammy Swavelly
Township Secretary