

West Vincent Township
Board of Supervisors Reorganization Meeting

January 2, 2018 7:00 PM

Attendance: John Jacobs, Mike Schneider, Bernie Couris, Rob Sebia, Esq. Hamburg, Rubin, Mullin, Maxwell and Lupin, and Erica Batdorf, Township Manager.

Mr. Jacobs called the meeting to order at 7:04 p.m. Mr. Jacobs announced that an Executive Session was held at 6:30 p.m. prior to the meeting to discuss personnel.

Mr. Jacobs nominated Rob Sebia for the position of **Temporary Chairman**. Mr. Schneider seconded the motion, there was no public comment and the motion carried unanimously.

Mr. Sebia opened the floor for nominations for **Chairman**. Mr. Schneider nominated John Jacobs for the position of Chairman of the Board of West Vincent Township Supervisors. Mr. Couris seconded the motion. There were no other nominations. There was no public comment and the motion carried unanimously.

Mr. Sebia made a motion to close the nomination process. Mr. Jacobs seconded the motion which carried unanimously.

Mr. Couris made the motion to nominate Mike Schneider as **Vice Chairman** of the Board of Supervisors. Mr. Jacobs seconded the motion and the motion carried unanimously.

Mr. Schneider made a motion to approve the following **2018 Appointments**.

Appointment of Erica Batdorf as **Township Secretary** and reappointment as **Township Manager**.

Reappointment of Danielle Hewitt as **Township Treasurer**.

Appointment of George Dulchinos to the Planning Commission for a four-year term to expire 12/31/2021.

Appointment of Ken Witek and Thomaseth Dulchinos to the Environmental Advisory Council, both for a three-year term to expire 12/31/2020.

Reappointment of Steve Bazil to the Sustainability Committee for a three-year term to expire 12/31/2020. Appointment of Yvonne Brownlee to the Sustainability Committee to fill an unexpired term set to expire 12/31/2018. Appointment of Gale Rippel to the Sustainability Committee to fill an unexpired term set to expire on 12/31/19.

Appointment of Barb Van Horn to the Sustainability Committee to fill a three-year term to expire on 12/31/2020. Appointment of Laura Grablutz to the Sustainability Committee to fill a three-year term set to expire on 12/31/2020.

Township Solicitor –Hamburg, Rubin, Mullin, Maxwell & Lupin, PC
Zoning Officer – Tracey Franey of Cedarville Engineering Group
Building Code Officer – Frank Newhams of Cedarville Engineering Group
Tax Collectors – Berkheimer Associates and Keystone Collections Group
Tax Hearing Officers – Berkheimer Associates and Keystone Collections Group
Engineer – Bryan D. Kulakowsky, P.E. of Cedarville Engineering Group
Traffic Engineer – Caruolo Associates, Inc.
Emergency Management Director – James Gooding
Emergency Management Board Liaison – Mike Schneider
Depositories – DNB First, PLGIT, US Bank, WSFS, BB& T
Voting Delegate to State Convention – Erica Batdorf
Vacancy Board Chairman – Frances Ellis
Open Records Officer – Erica Batdorf

Northern Federation Representatives

Manager – Erica Batdorf
Bernie Couris - Board of Supervisor Representative

Phoenixville Regional Planning Committee Members

John Jacobs-Voting Member
Michael Schneider – Alternate Voting Member
Manager – Erica Batdorf
George Dulchinos - Planning Commission Member

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

Kenneth I. Miller Jr., 2018
Thomas Olszanowski, 2018
Wheeler Aman, 2018
Harry Emery, 2018
Raymond Nestorick, 2018

John Jacobs seconded the motion and asked for public comment.

Sara Shick, 1201 Davis Lane asked to clarify why some committees did not have appointments listed for this meeting. Ms. Batdorf responded that the Board of Supervisors will ask the Planning Commission to make a recommendation to fill the vacancy on the Open Space Advisory Council as this position is also a liaison to the Planning Commission. In addition, with the change in the committee structure of the Parks & Recreation Commission reducing the membership from nine to seven members, there are no new appointments needed at this time. The Zoning Hearing Board appointment is made by resolution which is listed later in the agenda. Sara Shick also commented that the Planning Commission may also provide representation to the Phoenixville Regional Planning Committee.

Mr. Jacobs called for a vote. Mr. Couris voted no. The motion carried with two ayes.

Mr. Jacobs made a motion, seconded by Mr. Schneider to approve the **2018 Meeting Date Schedule**.

Board of Supervisors

Meetings will be held on the 1st and 3rd Monday of every month at 7:00 PM (if such meeting falls on a holiday*, then the meeting shall be held the following day):

January 2**, 15	July 2, 16
February 5, 20*	August 6, 20
March 5, 19	September 4*, 17
April 2, 16	October 1, 15
May 7, 21	November 5, 19
June 4, 18	December 3, 17

*** Holidays/ Tuesday Meeting**

****Reorganization Meeting at 7:00 PM**

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

Historic Resources Subcommittee: 4th Monday of the Month at 6:30 PM

Open Space Advisory Board: 4th Tuesday of the Month at 5:00 PM

Parks and Recreation Commission: 1st Wednesday of the Month at 7:30 PM

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

Sustainability Committee: 3rd Tuesday of the month at 7:30 PM and Workshop the second Tuesday of the month at 7:30 PM

Sara Shick, 1201 Davis Lane asked if there was consideration in moving the date of the meeting on January 15, 2018 as this is a Federal holiday. After some discussion, the Board agreed to revise the meeting date schedule.

Mr. Jacobs amended the motion to incorporate a revision to the meeting schedule to change the date of the Supervisor's meeting from January 15, 2018 to January 16, 2018. All other dates remain the same. Mr. Schneider seconded the motion.

Brian Curry, 512 Blackhorse Road asked if there was any consideration in moving the Board meeting date in November as Election Day takes place the next day and may pose logistical challenges to the Township. The Board commented that the meeting and Election process this past year seemed to run fine and sees no reason to change the schedule.

Mr. Jacobs called for a vote which carried unanimously.

Mr. Couris made a motion to approve and set the amount of the Treasurer's bond in the amount of \$2,000,000. Mr. Schneider seconded the motion which carried unanimously.

Mr. Couris made the motion to adopt **Resolution 1-2018** establishing the area of responsibility for police, fire, rescue, and ambulance. Mr. Schneider seconded the motion which carried unanimously.

Mr. Couris made the motion to adopt **Resolution 2-2018** establishing the Township Manager's Compensation at \$108,710.08 per annum. Mr. Schneider seconded the motion which carried unanimously.

Mr. Couris made the motion to adopt the **Resolution 3-2018** in the form presented establishing the mileage reimbursement at \$.54.5 per mile following the Federal Guidelines for 2018. Mr. Schneider seconded the motion which carried unanimously.

Mr. Schneider made the motion that the Township approve **Resolution 4-2018** in the form presented appointing Barbacane Thornton & Company of 202 Bancroft Building, 3411 Silverside Road, Wilmington, DE 19810, a firm of certified public accountants, to replace the elected auditors in accordance with Section 917 of the Second Class Township Code, 53 P.S. Section 10917. Mr. Couris seconded the motion which carried unanimously.

Mr. Schneider made the motion to adopt **Resolution 5-2018: Adopt West Vincent Fee Schedule for 2018** in the form submitted to the West Vincent Township Board of Supervisors at the Reorganization meeting, consisting of 7 pages including section 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 Planning and Traffic Engineer Fees, Storm water Ordinance Management Fees with an Electrical Fee Schedule attached totaling 12 pages.

Mr. Couris asked if there are significant changes to the Fee Schedule from year to year. Ms. Batdorf stated that it depends on the needs of the Township and that the Fee Schedule was revised this past year to account for a change regarding Commercial Building Permits. The Fee Schedule to be adopted this evening has one additional revision to increase the overtime rate for Township police officers from \$75.00 and hour to \$100.00 per police officer. Mr. Jacobs then seconded the motion which carried unanimously.

Mr. Schneider made the motion to adopt **Resolution 6-2018** appointment of Kenneth Frame to the Zoning Hearing Board for a five-year term to expire 12/31/2022. Mr. Couris seconded the motion which carried unanimously.

John Eldridge, 1643 Hilltop Road, indicated that he is an Elected Auditor and may have a conflict being sworn in as Auditor for the scheduled Auditor's meeting to take place January 3, 2018 at 5:00 p.m., as he is an Alternate on the Zoning Hearing Board and has been asked to continue his participation in a hearing at the end of January.

Sara Shick, 1201 Davis Lane, indicated that there may also be a conflict for George Dulchinos who is an Elected Auditor and was recently appointed to the Township Planning Commission. Following this comment, Mr. Dulchinos presented the Board of Supervisors with a letter of resignation from the Board of Auditors. Ms. Batdorf will review the matter with the Township Solicitor and advise further.

Approval of the Minutes:

Mr. Schneider made the motion to approve the minutes of December 18, 2017. Mr. Couris will abstain from the vote as he was not present for this meeting. The motion carried with two ayes.

John Eldridge, 1643 Hilltop Road, questioned if the evening's Reorganization Meeting was advertised as both a Reorganization meeting and a Regular Meeting. The Board took a short recess to check the advertisement. After reviewing the advertisement, it was concluded that the meeting was advertised as both a Reorganization Meeting and a Regular Meeting.

Bills List:

Mr. Schneider made a motion, seconded by Mr. Jacobs to approve the Bills List in the amount of \$35,896.07. The Board answered a few questions and the motion carried unanimously.

Subdivision/Land Development:

Sixteen Years LLC Subdivision:

Mr. Schneider made a motion to approve the Extension Request for the Sixteen Years LLC subdivision to May 7, 2018. Mr. Couris seconded the motion which carried unanimously.

VGK – 1 Trust Subdivision:

Mr. Schneider made a motion to approve the Extension Request for VGK – 1 subdivision to February 28, 2018. Mr. Couris seconded the motion which carried unanimously.

Jean White Subdivision:

Mr. Schneider made a motion to approve the Extension Request for the Jean White Subdivision to February 20, 2018. Mr. Couris seconded the motion which carried unanimously.

Maxwell Subdivision:

Mr. Schneider made a motion to approve the Extension Request for the Maxwell Subdivision to June 1, 2018. Mr. Couris seconded the motion which carried unanimously.

New Business:

Resolution 7-2018: Opposition to HB 1620 (PN 2146)

Mr. Schneider made the motion to adopt **Resolution 7-2018: Opposition to HB 1620 (PN 2146)**. Mr. Couris seconded the motion. Mr. Jacobs asked Mr. Sebia about the importance of the resolution and issues involved with the Distributed Antenna Systems. Mr. Sebia advised that this resolution does not give the Township legal standing on the issue, but rather expresses the Township's support of municipalities having the ability to regulate these structures as they file for permits to install equipment within the Township. Mr. Jacobs called for a vote which carried unanimously.

Township Manager Severance Agreement

Mr. Schneider made a motion to approve the Township Manager's Severance Agreement for a one-year term. Mr. Couris seconded the motion. The Board answered a few questions from the public. Sara Shick, 1201 Davis Lane, asked if the Board considered making the agreement a two or three-year term, rather than a one-year term. Mr. Couris expressed that he may have some suggested changes to the language to incorporate in next year's agreement. The Board will take these comments into consideration for next year's agreement. Joe Antellocy, 21 Gregory Lane, asked to know the details regarding the terms of the agreement, and if this was public information to be posted on the Township website. Mr. Sebia will investigate this question and advise the Board further. Mr. Jacobs called for a vote which carried unanimously.

Public Comment on non – Agenda items:

Jim Bergey, 1433 Birchrun Road, informed the Board that he recently learned of the former Township Secretary, Tammy Swavely's departure from the Township. Several members of the audience shared their comments with respect to Ms. Swavely's departure. Mr. Jacobs advised that this is a personnel matter and details cannot be discussed in public.

Sara Shick, 1201 Davis Lane asked if the Township would consider putting together a committee to assist in the hiring process for a new Township Secretary. The Board commented that the hiring process will be managed by Ms. Batdorf.

John Eldridge, 1643 Hilltop Road, commented on the Township financial reports with respect to the reporting of the liquid fuels fund. Ms. Batdorf answered a few questions regarding the basis for the reporting and will confer with Mr. Eldridge as the 2017 audit process begins.

Kate Damsgaard, 1091 Hollow Road, further commented on Tammy Swavely's departure from the Township. Ms. Damsgaard wanted to note she felt Tammy did a great job as Secretary for the Township.

Sara Shick, 1201 Davis Lane asked the Board if the Township had scheduled their Road Tour. It will be scheduled in the near future. Ms. Shick also asked the Board if committee liaisons have been selected. The Board replied that they have not all been selected. Ms. Shick also inquired as

to the process the Board goes through to select volunteers for committee appointments. Mr. Jacobs replied that the Township conducts outreach to gain interest in various committees, reviews letters of interest and resumes, then make recommendations for those appointments.

Harriet Stone, 1645 Birchrun Road, commented that interested residents should attend committee meetings to understand each committee's role and mission. Committees are important in helping to guide Township priorities.

Kate Damsgaard, 1091 Hollow Road, asked the Board of Supervisors if they encourage Township staff and committees to attend municipal trainings. The Board commented that they do attend trainings from time to time and encourage professional training for Township staff and committees.

Jamie McVickar, 407 Blackhorse Road, asked the Board if the Sunshine law covers discussion by the Board regarding the appointment of volunteer positions. Mr. Sebia will research the issue and report back to the Board.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Erica L. Batdorf
Township Manager