

West Vincent Township  
Board of Supervisors Reorganization Meeting

January 3, 2017 7:00 PM

Attendance: John Jacobs, David Brown, Michael Schneider, John Walko, Esq., Hamburg, Rubin, Mullin, Maxwell and Lupin, Erica Batdorf, Township Manager and Tammy Swavely Township Secretary.

Mr. Jacobs nominated John Walko for the position of Temporary Chairman. Mr. Brown seconded the motion, there was no public comment and it carried unanimously.

Mr. Walko nominated Tammy Swavely for the position of Temporary Secretary until permanent election. Mr. Schneider seconded the motion, there was no public comment and the motion carried unanimously.

Mr. Walko 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. Brown seconded the motion. There were no other nominations. There was no public comment and the motion carried unanimously.

Mr. Jacobs opened the meeting at 7:05 PM.

Mr. Schneider nominated David Brown for the position of Vice-Chairman of the Board. Mr. Jacobs seconded the motion, there was no public comment and the motion carried unanimously.

The following Appointments for the year 2017 were approved unanimously on a motion by Mr. Jacobs and a second by Mr. Schneider.

Reappointment of Tamara Swavely as Township Secretary

Reappointment of Danielle Hewitt as Township Treasurer

Reappointment of Steve Merroth to the Planning Commission for an additional 4-year term to expire 12/31/20. Appointment of Gil Lappano to the Planning Commission for a 4-year term to expire on 12/31/20.

Appointment of Carlo Zanni to the Park and Recreation Commission for a 5 year term to expire 12/31/21.

Resolution 7-2017: Appointment of Keith Eldridge to the Zoning Hearing Board, for a 5-year term to expire 12/31/21. Resolution 8-2017: Appointment of John Eldridge and Bryan O'Reilly to be Zoning Hearing Board Alternates for a 3-year term to expire on 12/31/19.

Township Solicitor –Hamburg, Rubin, Mullin, Maxwell & Lupin, PC.  
Zoning Officer –Vincent DiMartini of Cedarville Engineering Group  
Building Code Officer –Vincent DiMartini 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 – Mike Schneider  
Vacancy Board Chairman – Frances Ellis  
Open Records Officer – Tammy Swavely

Northern Federation Representatives

Manager – Erica Batdorf  
David Brown-Board of Supervisor Representative

Phoenixville Regional Planning Committee Members

John Jacobs-Voting Member  
Michael Schneider – Alternate Voting Member  
Manager – Erica Batdorf  
William Dietrich - 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., 2017  
Thomas Olszanowski, 2017  
Wheeler Aman, 2017  
Harry Emery, 2017  
Raymond Nestorick, 2017

The 2017 Meeting Date Schedule was unanimously approved on a motion by Mr. Schneider and a second by Mr. Brown as follows:

Board of Supervisors

Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> 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 3**, 16	July 3, 17
February 6, 21*	August 7, 21
March 6, 20	September 5*, 18
April 3, 17	October 2, 16
May 1, 15	November 6, 20
June 5, 19	December 4, 18

\* Holidays/ Tuesday Meeting

\*\*Reorganization Meeting at 7:00 PM

Environmental Advisory Council: 1<sup>st</sup> Wednesday of the Month at 5:30 PM

Historic Resource Committee: 2<sup>nd</sup> Monday of the Month at 6:30 PM

Open Space Advisory Board: 4<sup>th</sup> Thursday of the Month at 5:00 PM

Park and Recreation Commission: 1<sup>st</sup> Wednesday of the Month at 7:30 PM

Planning Commission Regular Meeting: 3<sup>rd</sup> Thursday of the Month at 7:30 PM

Sustainability Committee: 3<sup>rd</sup> Tuesday of the month at 7:30 PM

Sara Shick, 1201 Davis Lane asked if there would be a meeting on January 16, 2017 since it is a Federal Holiday. The Board informed her yes, but will consider that next year. Brian Curry, 512 Blackhorse Road asked if there are meetings the night before the election and he was informed that there would be.

Mr. Brown made the 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. Schneider made the motion to adopt Resolution 1-2017 establishing the area of responsibility for police, fire, rescue and ambulance. Mr. Brown seconded the motion and it carried unanimously.

Mr. Schneider made the motion to adopt Resolution 2-2017 establishing the Township Manager's Compensation at \$106,579.20 Per annum. Mr. Brown seconded the motion which carried unanimously.

Mr. Schneider made the motion that the Township approve Resolution 3-2017 in the form presented establishing the mileage reimbursement at \$.53.5 per mile following the Federal Guidelines for 2017. Mr. Brown seconded the motion which carried unanimously.

Mr. Schneider made the motion that the Township approve Resolution 4-2017 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. § 10917. Mr. Brown seconded the motion which carried unanimously.

Mr. Brown made the motion to adopt Resolution 5-2017: West Vincent Fee Schedule for 2017 in the form submitted to the West Vincent Township Board of Supervisors at the Reorganization meeting, consisting of 7 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, Stormwater Ordinance Management Fees with an Electrical Fee Schedule attached totaling 12 pages. Maria Jacobs, 2351 Beaver Hill Road asked if the ball field fees could be changed at a later date and she was told yes. Mr. Schneider seconded the motion which carried unanimously.

Mr. Schneider made the motion to adopt Resolution 6-2017: Emergency Management Plan mandating that municipalities prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality according to Section 7503 of the Pennsylvania Emergency Management Services Code. Mr. Schneider made the motion to authorize execution of the Promulgation confirming the Adoption of Resolution 6-2017 to be signed by the Chairman of the Board of Supervisors. Mr. Brown seconded each motion and they carried unanimously.

### **Approval of Minutes:**

Mr. Schneider made the motion to adopt the December 19, 2106 as corrected. Mr. Brown seconded the motion which carried unanimously.

### **Reports:**

Township Manager Report: The Township Manager Report for the period ending 1/3/17 was acknowledged as submitted.

### **Subdivision/Land Development:**

Eagle Farms Subdivision/Toll Bros.: Mr. Schneider made the motion to approve Release #3, Site Improvements Phase IIA in the total amount of \$6,654.84 as recommended by Cedarville Engineering in their letter dated December 29, 2016. Mr. Brown seconded the motion, there was no public comment and the motion carried unanimously.

### **Old Business:**

Social Media Policy: Ms. Batdorf stated that there has been some interest in setting up a Facebook page and/or a Twitter Account for West Vincent Township. She has developed a policy which sets up a framework and describes the purpose. Mr. Schneider made the motion that the Board adopt the Social Media Policy as presented. Mr. Brown seconded the motion. Ms. Batdorf stated that the Township will set up an administrative team responsible for content but she will have the last say before anything is posted. She stated that everyone knows how powerful social media has become, but plans to have these posts be a conduit sending people back to the Township website for details. This will be for information only, the comments will be disabled. Mr. McGrory has reviewed this policy and is fine with it. Mr. Curry asked if this will replace ReadyChesco. Ms. Batdorf stated no, that ReadyChesco is an excellent emergency system and this could be used in conjunction with it. There was no further comment and the motion carried unanimously.

### **New Business:**

Revised Sustainability Work Plan: Ben James, Sustainability Committee Chairman, stated that the original Sustainability Work Plan dated 2012-2015 had some initiatives that didn't ring true and most of 2016 the committee worked on going through those and revising them and eliminating some and creating others. Mr. James feels that this document now reflects where we are as a Township. This is appropriate and is something that we can control. Mr. Jacobs stated that this is

something that the Board will need time to review before it can recommend anything. Mr. James stated that he understands and even though he will be moving from the Township shortly he wanted to help out the best he could and that the group is very committed to move this forward. This will be placed on the Township website for public review. This will be placed on an Agenda in the near future.

Township Manager Severance Agreement: Township Solicitor John Walko stated that this Agreement has been drafted by his office and all Board members have been able to review it. Mr. Brown made the motion to approve the Township Manager Severance Agreement as drafted which is valid for one year. Mr. Schneider seconded the motion. Ms. Shick asked if this include notice of severance. Mr. Jacobs stated that there are a lot of conditions in the document. Mr. Walko stated that there is no requirement that the Board give any notice, but the Manager is required to give 90 days. This is a one year contract so that it does not bind another Board. Mr. Jacobs called for a vote which was unanimous.

**Public Comment on non-Agenda items:**

Mrs. Jacobs asked when the minutes for November 21, 2016 would be ready. Ms. Batdorf stated that they should be ready by the next Board meeting.

Meeting adjourned 7:37 PM.

Respectfully Submitted,

Tammy Swavely  
Township Secretary