

**West Vincent Township  
Board of Supervisors Meeting**

**January 7, 2019 7:00 PM**

Attendance: Chairman, John Jacobs, Vice Chairman, Mike Schneider, Bernie Couris, Member, Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager, Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

Mr. Schneider nominated Rob Sebia as Temporary Chairman and Secretary; second by Mr. Couris. *Motion carries unanimously.*

Mr. Sebia opened the floor for nominations of **Chairman**. Mr. Schneider nominated Mr. Jacobs as **Chairman**; second by Mr. Couris. There were no other nominations. *Motion carries unanimously.*

Mr. Couris nominated Mr. Schneider as **Vice-Chairman**; second by Mr. Jacobs. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt the 2019 Appointments as follows:

Reappointment of Kathy Shillenn as Township Secretary.

Reappointment of Michele Hogrelius as Township Treasurer.

Appointment of Julie Foster to the Planning Commission for a 4-year term to expire 12/31/22; appointment of Joseph Casey to the Planning Commission for a 1-year term to expire 12/31/19 and reappointment of Ted Otteni to a 4-year term to expire on 12/31/22.

Appointment of Barb Mueller and Carys Levin to the Environmental Advisory Council, both for a 3-year term to expire 12/31/21; reappointment of Suzanne Roth for a 3-year term to expire 12/31/21.

Appointment of Barb Van Horn to the Open Space Review Board for a 2-year term, fulfilling the unexpired term of Katie Weidner, to expire on 12/31/20; appointment of an Environmental Advisory Committee Member and Planning Commission Member to be announced at a later date.

Reappointment of Marilyn Hemstreet to the Zoning Hearing Board for a 5-year term to expire on 12/31/23.

Appointment of Suzanne Nastase to the Park and Recreation Commission for a 5-year term to expire on 12/31/23.

Reappointment of David Weber and Yvonne Evans Brownlee to the Sustainability Committee both for a 4-year term to expire on 12/31/22.

Appointment to the Historic Commission of Jim Helm to a 1-year term to expire on 12/31/19, Kate Farnham to a 2-year term to expire on 12/31/20, Robert Wise to a 3-year term to expire on 12/31/21, Peter Benton to a 4-year term to expire on 12/31/22, and Thomaseth Dulchinos to a 5-year term to expire on 12/31/23.

Second by Mr. Couris. Mr. Jacobs asked if there were any comments or questions.

**Harriet Stone, 1645 BirchRun Road** asked when the appointments will be posted on the website.

There were no further questions. *Motion carries unanimously.*

**MOTION** by Mr. Couris to appoint the following:

Township Solicitor - Hamburg, Rubin, Mullin, Maxwell & Lupin, PC  
Township Manager - Erica Batdorf  
Zoning Officer - Tracey Franey of Cedarville Engineering Group  
Building Code Officer - Frank Newhams of Arro Consulting  
Building Inspector - Richard Raichle  
Treasurer - Michele Hogrelius  
Township Secretary - Kathy Shillenn  
Code Office Assistant - Jason Barron  
Assistant Secretary - Ruth McVey  
Payroll Clerk - Evolution Payroll  
Tax Collectors - Berkheimer Associates and Keystone Collections Group  
Tax Hearing Officers - Berkheimer Associates and Keystone Collections Group  
Engineer - Bryan D. Kulakowsky, P.E. - Arro Consulting  
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 - Mike Schneider  
Depositories - DNG First, PLGIT, U.S. Bank  
Voting Delegate to State Convention - Michael Schneider  
Elected Auditors - John Eldridge, Maria Holderness, Jane Altmann  
CPA and External Auditor - Barbacane, Thornton & Company  
Vacancy Board Chairman - Frances Ellis  
Open Records Officer - Erica Batdorf

Northern Federation Representatives - Manager, Erica Batdorf; Board of Supervisor Representative Bernie Couris

Phoenixville Regional Planning Committee Members – John Jacobs, Voting Member; Michael Schneider, Alternate Voting Member; Manager, Erica Batdorf; Planning Commission Member George Dulchinos

Agriculture Security Board, 1-year terms to expires 12/31/19 – Kenneth I. Miller, Jr., Thomas Olszanowski, Wheeler Aman, Harry Emery, Raymond Nestorick

Second by Mr. Schneider. Mr. Jacobs asked for any comments; seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to approve and adopt the **2019 Township Meeting Date Schedule** as follows:

**Board of Supervisors**

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

\* Holidays/Tuesday Meeting

\*\* Reorganization Meeting

**Environmental Advisory Council** – 1<sup>st</sup> Wednesday of the month at 5:30 PM; January’s meeting will be the 2<sup>nd</sup> Wednesday of the month at 5:30 PM

**Open Space Review Board** – 4<sup>th</sup> Tuesday of the Month at 7:00 PM

**Park and Recreation Commission** – 1<sup>st</sup> Wednesday of the Month at 7:30 PM; there will be no January meeting; first meeting will be February 6, 2019 at 7:30 PM

**Planning Commission Regular Meeting** – 3<sup>rd</sup> Thursday of the Month at 7:30 PM and Workshop the 2<sup>nd</sup> Thursday of the Month at 7:30 PM

**Sustainability Committee** – 3<sup>rd</sup> Tuesday of the Month at 7:30 PM and Workshop the 2<sup>nd</sup> Tuesday of the Month at 7:30 PM

**Historic Commission** – 2<sup>nd</sup> Monday of the Month at 7:00 PM; first meeting will be Monday, January 14, 2019 at 7:00 PM

**Sara Shick, 1201 Davis Lane** stated that the Chester County Planning Commission would like to invite the Chair of the Historic Commission to the meeting; if meeting date is not voted on, they will not be able to attend.

**Maria Jacobs, 2351 Beaver Hill Road** respectfully asked the Board to not have Committee Meetings at 5:00 and 5:30; it really makes it difficult for working residents to attend.

**Brian Curry, 512 Blackhorse Road** stated that advertising all the meetings is a big bill but advertising changing one meeting will be a smaller bill.

**Maria Jacobs, 2351 Beaver Hill Road** stated that if the Board approves a meeting at 5:30 it doesn’t give committee any purpose for changing the time; the Board’s responsibility is to residents of

the township not the committee members. Could you perhaps say that meetings must start after 7:00 PM?

**Sara Shick, 1201 Davis Lane** stated that you are talking about changing times of committee meetings before contacting the members of the committees.

**Kate Farnham, 988 Saint Matthews Road** stated that as a newly appointed member of the Historic Commission, the Board should avoid stacking the HC and HRC meetings at the same time.

**Brian Curry, 512 Blackhorse Road** observed that the Open Space Meeting seems to be the lightest attended meeting; it may be because people are working.

**Jane Helm, 2563 Veronica Drive** suggested not putting two meetings at the same time.

**Sara Shick, 1201 Davis Lane** stated that listing the two meetings, Historic Commission and Historic Resources Committee at the same time would make it difficult for members of the HC to attend the HRC.

**Maria Jacobs, 2351 Beaver Hill Road** stated that if the board is approving a time that doesn't work, why approve it for the year when the committee has been resistant to moving the time.

**MOTION** by Mr. Schneider to approve the Historic Commission meeting on the 2<sup>nd</sup> Monday of the Month at 7:00PM; second by Mr. Jacobs. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve and set the amount of the Treasurer's Bond in the amount of \$2,000,000; second by Mr. Schneider.

**John Eldridge, 1634 Hilltop Road** questioned whether the bond should be equal to what treasurer has access to.

No additional comments. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 1-2019 establishing Emergency Service Providers for West Vincent Township; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Couris to adopt Resolution No. 2-2019 establishing the Township Manager's Compensation at \$112,320.00 per annum; second by Mr. Schneider. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 3-2019 in the form presented establishing the mileage reimbursement at \$.58 per mile following the Federal Guidelines for 2019; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve Resolution No. 4-2019 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. ss 10917; second by Mr. Schneider. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 5-2019, Adopting the West Vincent Township Fee Schedule for 2019 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, Storm Water Ordinance Management Fees with an Electrical Fee Schedule attached totaling 7 pages; second by Mr. Couris. Mr. Jacobs asked Ms. Batdorf if there were any substantial fee schedule changes. Ms. Batdorf stated that the schedule for Arro, as well as, Cedarville for Zoning and the Solicitor's fees have been updated. Mr. Jacobs asked for any comments from the audience, seeing none.

*Motion carries unanimously.*

**MOTION** by Mr. Couris to adopt Resolution No. 6-2019 to reappoint Marilyn Hemstreet to the Zoning Hearing Board for a 5-year term to expire 12/31/23; second by Mr. Schneider. Mr. Jacobs asked for any comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to approve the minutes of December 17, 2018; second by Mr. Couris. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve the Bills List in the amount of \$180,339.31; second by Mr. Schneider. The Board answered a few questions from the audience. *Motion carries unanimously.*

**Announcements:** None.

**Correspondence:** None.

**Presentation:** None.

**Subdivision/Land Development:**

**Sixteen Yrs. LLC Subdivision Extension Request** – **MOTION** by Mr. Schneider to approve the extension request of Sixteen Yrs. LLC; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**1024 Pottstown Pike Land Development Extension Request** – **MOTION** by Mr. Schneider to approve the extension request of 1024 Pottstown Pike Land Development; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**Maxwell Subdivision Extension Request** – **MOTION** by Mr. Schneider to approve the extension request of the Maxwell Subdivision; second by Mr. Couris. Mr. Jacobs asked for any comments from the audience, seeing none. *Motion carries unanimously.*

**New Business:**

**Acknowledge Receipt of 1009 Jaine Lane Reverse Subdivision – Lot Line Change** – Receipt of the 1009 Jaine Lane Reverse Subdivision acknowledged by Board.

**French Creek Arch Culvert Replacement – Payment Recommendation No. 2** – MOTION by Mr. Couris to approve Payment Recommendation No. 2 to Veteran Construction and Utility Services for the French Creek Arch Culvert Replacement in the amount of \$84,078.12; second by Mr. Schneider. Ms. Batdorf stated that this Thursday there is a meeting for the final punch list and the following day the culvert will be open. *Motion carries unanimously.*

**Township Manager Severance Agreement** – Mr. Schneider stated that this agreement is the same as last year except that it is now for two years. Mr. Jacobs stated that this was done on the advice of our solicitor to be in sync with the election process.

**Sara Shick, 1201 Davis Lane** asked two years for what and what do you mean in sync with the election process?

MOTION by Mr. Schneider to approve the Township Manager’s severance agreement; second by Mr. Couris. Mr. Jacobs as for any other comments, seeing none. *Motion carries unanimously.*

**Public Comment on Non-Agenda Items:**

**John Eldridge, 1634 Hilltop Road** stated that the November financials were not posted until January. He sent Erica a list of issues and people should pay attention to them. They are late. The current month added to the prior y-t-d should equal the current y-t-d and it often doesn’t.

**George Dulchinos, 1415 Hollow Road** stated that in April there was an Open Space Meeting with the Supervisors and talked about putting a list together of all the preserved properties in the township and so far there’s only a map. He would like a list of the properties.

**Maria Jacobs, 2351 Beaver Hill Road** has a question on John’s question. Couldn’t we back up the Treasurer’s Report until the first meeting of the following month? It would be better to have the Treasurer’s Report a month in arrears. Also at the last meeting there was a question about the signs for the Fall Festival. \$600.00 was spent on food, decorations and prizes, etc. and \$280.00 on signs which are reusable. Also, did we really have a discussion on the committee’s times for meetings?

Ms. Batdorf asked if her direction is to ensure that no meeting starts before 7:00 PM.

**Sara Shick, 1201 Davis Lane** stated that this was discussed with the Open Space Committee in 2018 and 5:00 PM fit the committee.

**Pieter Ouwerkerk, 11 Springlea Lane** stated that the Bryn Coed trails are open; when are the township trails expected to be open?

**Sara Shick, 1201 Davis Lane** asked the status of the codification and the status of the Road Master hiring.

**Brian Curry, 512 Blackhorse Road** has seen steady improvement in the treasurer’s report; he’s pleased in the direction that it’s going.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 9:05 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary