

**West Vincent Township
Board of Supervisors
Reorganization Meeting & Business Meeting**

January 6, 2020 7:00 PM

Attendance: Mike Schneider, Chairman, Bernie Couris, Vice Chairman, Sara Shick, Member, John Walko, Township Solicitor, Erica Batdorf, Township Manager, Kathy Shillenn, Township Secretary

Chairman Schneider called the Reorganization Meeting to order at 7:00 p.m.

Oath of Office – David Brown gave the Oath of Office to Sara Shick, Supervisor and Yvonne Brownlee, Tax Collector.

Mr. Couris nominated John Walko as Temporary Chairman and Temporary Secretary; second by Ms. Shick. *Motion carries unanimously.*

Mr. Walko opened the floor for nominations of **Chairman**. Mr. Couris nominated Mr. Schneider as **Chairman**; second by Ms. Shick. There were no other nominations. *Motion carries 2-1, with Mr. Schneider voting no.*

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

MOTION by Mr. Couris to adopt the 2020 Appointments as follows:

Reappointment of Kathy Shillenn as Township Secretary.

Reappointment of Michele Hogrelius as Township Treasurer.

Appointment of Arthur C. Miller, Jr. to the Planning Commission for a 4-year term to expire 12/31/23; reappointment of George Martin to a 4-year term to expire on 12/31/23.

Appointment of Kathy McDevitt to the Environmental Advisory Council, for a 3-year term to expire 12/31/22; reappointment of Victoria Laubach for a 3-year term to expire 12/31/22.

Reappointment of Jody Reinbold to the Open Space Review Board for a 5-year term to expire on 12/31/24.

Reappointment of Ann Dyer to the Zoning Hearing Board for a 5-year term to expire on 12/31/24; appointment of Patricia Rugh to the Zoning Hearing Board as Alternate for a 3-year term to expire on 12/31/2022.

Reappointment of Bill Dietrich & Bill Holderness to the Park and Recreation Commission both for a 5-year term to expire on 12/31/2024; appointment of Ray Wanger to fill remaining Park and

Recreation Commission 1-year term to expire on 12/31/2020; appointment of Eugene Briggs to fill remaining Park and Recreation Commission 2-year term to expire on 12/31/2021.

Appointment of Kirk Reinbold & Darryl Brown to the Sustainability Committee both for a 3-year term to expire on 12/31/2022; reappointment of Tom Kalusky to the Sustainability Committee for a 3-year term to expire on 12/31/2022.

Appointment of Karl Brachwicz to the Historical Commission for a 5-year term to expire on 12/31/2024.

Township Solicitor - Hamburg, Rubin, Mullin, Maxwell & Lupin, PC

Township Manager - Erica Batdorf

Zoning Officer - Cedarville Engineering Group

Building Code Officer - Arro Consulting

Building Inspector - Richard Raichle

Treasurer - Michele Hogrelius

Township Secretary - Kathy Shillenn

Code Office Assistant - Jason Barron

Police Secretary - Ruth McVey

Payroll Clerk - Evolution, Inc.

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 Master - Reggie Roy

Part-Time Park Maintenance - Vacant

Animal Control - Glenn Deery

Police Chief - Michael Swininger

Emergency Management Director - James Gooding

Emergency Management Board Liaison - Mike Schneider

Depositories - DNG First, PLGIT, US Bank

Voting Delegate to State Convention - Michael Schneider

Elected Auditors - John Eldridge, Jamie McVickar, Jane Altmann

CPA and External Auditor - Barbacane, Thornton & Company

Vacancy Board Chairman - John Reider

Open Records Officer - Erica Batdorf

Northern Federation Representatives - Manager, Erica Batdorf; Board of Supervisor Representative Sara Shick, Planning Commission Representative George Martin

Phoenixville Regional Planning Committee Members - Sara Shick, Voting Member; Michael Schneider, Alternate Voting Member; Erica Batdorf, Manager; Julie Foster, Planning Commission Member

Agriculture Security Board, 1-year terms to expires 12/31/2020 - Kenneth I. Miller, Jr., Thomas Olszanowski, Wheeler Aman, Harry Emery, Raymond Nestorick

Second by Ms. Shick. *Motion carries unanimously.*

MOTION by Ms. Shick to approve and adopt the **2020 Township Meeting Date Schedule** as follows:

Meetings will be held on the 3rd Monday of every month at 7:00 PM with the exception of January, which will have two meetings; (if such meeting falls on a holiday*, then the meeting shall be held the following day; Workshop 1st Monday of the month at 7:00 PM). Board of Supervisors Workshops will be held as needed. Please check the Township calendar for updates.

Board of Supervisors

January 6**, 21*

February 18*

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

* Holidays/Tuesday Meeting

** Reorganization Meeting at 7:00 PM

Environmental Advisory Council – 1st Thursday of the month at 7:00 PM; January’s meeting will be the 2nd Thursday of the month at 7:00 PM

Open Space Review Board – 4th Tuesday of the month at 7:00 PM

Park and Recreation Commission – 1st Wednesday of the month at 7:30 PM; January’s meeting will be held on the 2nd 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 2nd Tuesday of the month at 7:30 PM

Historical Commission – 2nd Tuesday of the month at 7:00 PM

Karl Brachwitz, 1286 Hollow Road stated that he was curious about the meeting policy. It wasn’t that long ago that it was decided to have the two meetings a month. The point of having the public meetings is to interact with the Board. Also you can’t pay bills once a month. He feels that the board is isolating the public. He feels it’s a bad precedent to set. Ms. Shick asked if the board would want to reconsider the schedule. Mr. Couris stated no. Ms. Shick asked that if they are notified that there will be a meeting, would it be conducted as a formal meeting or as a workshop. How will it be conducted? Mr. Schneider stated that we do have a workshop scheduled for the 1st Monday. He likes the workshop better, it will enable residents to come and talk about anything. Ms. Batdorf stated that if it’s more presentation and informative, that would be the conduct of a workshop. Mr. Schneider stated that the bills list will be taken care of, since the Board ratifies bills. The regular business will be handled on the third Monday.

Second by Mr. Couris. There being no further comments or questions, *Motion carries unanimously.*

MOTION by Ms. Shick to approve and set the amount of the Treasurer's Bond in the amount of \$2,000.000; second by Mr. Couris. Mr. Schneider asked for comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Schick to adopt Resolution No. 1-2020 establishing Emergency Service Providers for West Vincent Township; second by Mr. Couris. Mr. Schneider asked for comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to adopt Resolution No. 2-2020 establishing the Township Manager's Compensation at \$115,689.60 per annum; second by Mr. Couris. Mr. Schneider asked for comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to adopt Resolution No. 3-2020 in the form presented establishing the mileage reimbursement at \$.58 per mile following the Federal Guidelines for 2020; second by Mr. Couris. Mr. Schneider asked for comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to approve Resolution No. 4-2020 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; second by Mr. Schneider. Mr. Schneider asked for comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to adopt Resolution No. 5-2020, Adopting the West Vincent Township Fee Schedule for 2020 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 12 pages; second by Mr. Schneider. Mr. Schneider asked for any comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to adopt Resolution No. 6-2020 to reappoint Ann Dyer to the Zoning Hearing Board for a 5-year term to expire 12/31/24; second by Mr. Couris. Mr. Schneider asked for any comments from the audience, seeing none. *Motion carries unanimously.*

MOTION by Ms. Shick to adopt Resolution No. 7-2020 to appoint Patricia Rugh to the Zoning Hearing Board as an Alternate for a 3-year term to expire 12/31/22; second by Mr. Couris. Mr. Schneider asked for any comments from the audience, seeing none. *Motion carries unanimously.*

Mr. Schneider closed the Reorganization Meeting at 7:25 PM.

Mr. Schneider opened the Regular Board Meeting at 7:25 PM.

Mr. Schneider stated that an Executive Session was held January 2, 2020 at 1:00 PM to discuss Personnel and an Executive Session was held January 6, 2020 at 6:30 PM to discuss Personnel.

MOTION by Mr. Couris to approve the minutes of December 16, 2019; second by Mr. Schneider. *Motion carries 2-0-1 with Ms. Shick abstaining.*

Bills List:

MOTION by Mr. Couris to approve the Bills List in the amount of \$99,343.43; second by Mr. Schneider. Mr. Schneider read the ratified total which is \$10,554.17. *Motion carries unanimously.*

Brian Curry, 512 Blackhorse Road stated that there are a number of items paid out of petty cash; is there a way to show the receipt received and petty cash used to pay for it? Is Giant and Rite Aid on the ratified list? Even the ratified list has bills that show up on the bills list. Karl raised the issue of people waiting around for payment. The treasurer is paying out money without anyone even looking at it. Maybe have a supervisor be notified of it. You would still have a supervisor saying yes instead of a staff member. Ms. Batdorf stated that she reviews everything on the ratified list; anything under \$4,000 and any contracted service that is reoccurring would fall on the ratified list.

Treasurer's Report: Ms. Batdorf presented the Treasurer's Report for the month of November 2019. The Budget Performance Reports are issued as well. Both reports are listed on the website. There are a few items to note for this year in comparison to last year; in November of 2018 there was a significant amount of transfer taxes that came in. Taxes and tax receipts compared from 2018 vs. 2019 showed a variance. \$238,000 in transfer taxes were received in 2019; they are to budget. There was in EIT for the month of November saw a spike increase. In terms of looking at the budget for the end of the year hopefully they are to budget. The bottom line is that revenues are on track for the year. Expenses that incurred in November were Open Space debt service payment; general fund obligation that was paid through the fund. The planning that was done on the capital side; Capital expenditures of \$293,942 in November for the year. One more invoice from Berg Construction for the balance of the paving program will be carried forward into 2020. In the Fund Summary, the Township balance is a total of \$10,447,327.00. This reflects what has been received and expended for the month. The General fund is on track; the capital fund expenditures are noted and cash reserve and interest are also shown, Open Space fund is still accumulating EIT. Liquid Fuels has been expended and is a small amount over and for Sewer Fund there is a small amount for the Courts of Chester Springs.

Jamie McVickar, 407 Blackhorse Road stated that this was a great report. On the expenditure summary there is something wrong for 2018 column. The November 2018 expenditures, January to December 2018 expenditures and year-to-date is showing a big difference. What is the unclassified operating revenue? Ms. Batdorf stated that there are a lot of different things that come in from different sources. This also reflects the transfer of funds from last year.

Manager's Report: Ms. Batdorf presented her Manager's Report as submitted. The Elected Auditor's Meeting will be held on Tuesday, January 7, 2020 at 7:00 pm at the Township Building. The Parks & Recreation Commission will meet Wednesday, January 8th at 7:30 pm and the Environmental Advisory Committee will meet on Thursday, January 9th at 7:00 pm. The Board of Supervisors will meet on Tuesday, January 21st due to the Martin Luther King, Jr. holiday being on Monday, January 20th. The Township Office will be open on Monday, January 20th. There will be a public hearing on January 21st at 7:00 pm during the Board of Supervisors meeting to review

and consider adopting the Agricultural Security Area application of Julie Foster and Jean Baptiste-Broillet at 1682 Hilltop Road. The Sustainability Committee will be hosting a Seed Swap Event on Saturday, January 25th from 10:00 am to 2:00 pm at the Township Building. This is a free event.

The Building and Zoning Department processed 15 permit applications in the month of December. The Department processed a total of 294 permits for 2019. The Township's Auditing Firm will be meeting with Township staff this week to begin the 2019 Audit. S&T Bank is taking over the operation of all DNB First locations including the Ludwig's Corner Branch in the Township. The Public Works Department completed a variety of items including PA One Calls, clearing tree debris and inlets due to storms and completed several road patching jobs. Planning for the 2020 Road Program is actively underway. The contractor for Bryn Coed demolition project, Reclaim, Inc. have begun preparing the site for demolition including installing erosion and sediment controls and fencing. Demolition will begin January 13th.

Karl Brachwitz, 1286 Hollow Road stated that about one year ago, it was mentioned about identifying dead trees; he called a couple in and they are still standing. He was wondering if this is still an active program.

Harriet Stone, 1645 Birchrun Road asked if the township is only responsible for trees in the right of way on township roads.

Announcements: None.

Correspondence: None.

Presentation: None.

Subdivision/Land Development:

Hankin Request for Modification to Weatherstone Town Center Resolution of Approval and Settlement Agreement for WaWa Sign Height Modification - MOTION by Ms. Shick to approve the Hankin Request for Modification to the Weatherstone Town Center Resolution of Approval and Settlement Agreement for WaWa Sign Height Modification from 14 1/2 ft. to 17 ft.; second by Mr. Couris.

Karl Brachwitz, 1286 Hollow Road commented that the WaWa is not a part of the original Weatherstone Development, it's an appendix. The settlement agreement does not preempt zoning. LED's are not allowed according to Zoning. It's a non-compliant LED sign. DNB was not part of the original development at all either. Mr. Fisher stated the gas station property was not part of the original. It went through the appropriate process and was added later.

After much discussion on this subject; *Motion passes unanimously.*

Hankin Request for Modification to Settlement Agreement for DNB Bank Property Sign

Modifications - MOTION by Mr. Couris to approve the Hankin Request for Proposed Modifications to the S&T Bank Signs with the caveat that consideration shall be given to dimming the lighted signs when the bank is not in operation; second by Ms. Shick.

Mr. Fisher discussed this request. S&T purchased DNB First and S&T would like to reface and/or replace the signs. Steve Smith, S&T Bank and Paul Sacuma, Sacuma Sign Corp. were present.

Mr. Smith stated that the hours of the bank operation are Monday through Thursday 8:00 – 4:00, Friday 8:00 - 6:00 and Saturday 9:00 – 12:00. Mr. Smith stated that the S&T signs are dimmer than the signs that are there today. He would not want to turn the signs turned off. Right now, DNB signs are on all the time. He would like to keep the signs on Rts. 401 and 100 illuminated. Mr. Sacuma stated that the S&T signs are a little bit smaller and only the letters are lit up. Mr. Schneider asked for any comments or questions; seeing none *Motion passes unanimously.*

New Business:

Open 2020 Budget for Proposed Amendment – MOTION by Ms. Shick to reopen the 2020 Budget for review; second by Mr. Couris.

John Eldridge, 1634 Hilltop Road asked Ms. Shick what she wants to change. Ms. Shick stated that you will be able to see it when it gets advertised.

With no further comments or questions, *Motion carries unanimously.*

Police Contract Negotiations - Arbitration Update – Ms. Shick commented that she brought this up at the December meeting so that the township could try to avoid the big expenses of arbitration and try to sit down with the police department. It looks like we are making progress.

Public Comment on Non-Agenda Items:

John Eldridge, 1634 Hilltop Road commented that at the upcoming workshop meeting we should discuss adding a Municipal Business Tax. It would be one mill on revenue which would come from businesses.

Karl Brachwitz, 1286 Hollow Road stated that he feels the township is well funded. We haven't raised taxes in years. He feels the township is doing just fine.

Harriet Stone, 1645 Birchrun Road stated that she would like the support of the Board of Supervisors for protecting the amphibian migration. Last year it was missed entirely and they would like to try again this year.

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

Meeting adjourned at 8:05 PM

Respectfully Submitted,

Kathryn Shillenn
Township Secretary