

**West Vincent Township  
Board of Supervisors Meeting**

**November 4, 2019                      7:00 p.m.**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

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

**MOTION** by Mr. Couris to approve the minutes of October 21, 2019; second by Mr. Dulchinos.

There being no comments or questions, *MOTION carries unanimously.*

**REPORTS:**

**Manager's Report:**

Ms. Batdorf presented her Manager's Report for the month. The Phoenixville Regional Planning Committee met during the month and the vision partnership program grant application to include West Pikeland Township in the Comprehensive Plan has been submitted to the Chester County Planning Commission. Ms. Batdorf reported the Sustainability Fair took place on October 19, 2019 and the Fall Festival took place at the Township's Bryn Coed Park on October 26, 2019. Ms. Batdorf reported that the Township building will be closed for Election Day on November 5, 2019 and will be closed for the Thanksgiving holiday on November 28, 2019 and November 29, 2019. Ms. Batdorf announced that Richard Grubb & Associates recently completed the historical documentation of the Bryn Coed Farm complex which is available for review on the Township website. Ms. Batdorf noted the Township's Fall Newsletter has been issued, provided reports on various Department activity and concluded with an update that a preconstruction meeting will be scheduled with Reclaim, Inc. in the near future.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated October 21, 2019 in the amount of \$109,757.61 second by Mr. Dulchinos.

There being no further comments or questions, *MOTION carries unanimously.*

**Treasurer's Report:**

Ms. Batdorf presented the Treasurer's Report for the month. Ms. Batdorf reported revenues are on track for the year and state aid relief for pension as well as fireman's relief funds were received in September. Ms. Batdorf explained that anticipated expenses for projects such as the Fellowship Trail Phase II project and amenities for Bryn Coed Park which were budgeted for 2019 will likely not be expended by year end. Ms. Batdorf reviewed the total fund balances for the Township.

**Mr. Brian Curry, 512 Blackhorse Road**, commented on building permit activity that does not pertain to new construction and asked Ms. Batdorf if there is a way to estimate this typical building permit activity for the Township on an annual basis. Ms. Batdorf commented that

activity is variable due to market conditions and dependent upon the property owner. Ms. Batdorf stated she will take this question under advisement.

**Mr. John Eldridge, 1634 Hilltop Road**, commented on the Treasurer's Report and indicated that it was issued late and there are discrepancies between the Newsletter report and the Treasurer's Report that should be reviewed. Mr. Eldridge commented on the quality of the reports and stated they are very difficult to read given the text size and color font. Ms. Hogrelius responded that the reports are generated through Quickbooks and she has tried several methods to improve the appearance and readability of the reports.

**Announcements:** None.

**Correspondence:**

Ms. Batdorf reported that the Herb Society donated \$200.00 to the Environmental Advisory Commission for the continuance of the Township's native pollinator program as a thank you for allowing the committee to use the Township meeting room for their meetings.

**Presentation:**

**West Vincent Township Return on Environment Study Presentation - Jeanne Ortiz, Audubon Society, John Rogers, Keystone Conservation Trust -**

Jeanne Ortiz, on behalf of the Audubon Society and John Rogers, of the Keystone Conservation Trust presented the West Vincent Township Return on Environment Study to the Board. Ms. Ortiz indicated that she had been working with staff and the Township Environmental Advisory Council on this project which has been entirely grant funded. Mr. Rogers explained that the purpose of this study is explain the financial value of the Township's natural environment. Mr. Roger's explained that in their analysis West Vincent Township's Annual Return on Environment is significant and provides a substantial value in the natural system services, value of existing riparian buffers, outdoor recreation, and health care cost savings attributed to open space and exercise. The study itself can help inform decision making on land use, tourism, infrastructure, development, and recreation. Ms. Ortiz presented an interactive web-based map tool which will depict the Return on Environment study area once the project is finalized.

**2020 Draft Budget Presentation -**

Ms. Batdorf presented an overview of the proposed draft 2020 budget. Ms. Batdorf reviewed the goals for the budget including providing for a specific work plan for operations and implementation of Board policies through the following year. Ms. Batdorf stated the proposed budget does not call for an increase in taxes and the General Fund is budgeted to produce a net income of \$64,743.00. Overall the General Fund will remain at similar levels as compared to 2019, with overall revenue anticipated to decrease by 1%, for a total of \$4,356,950.00 while General Fund expenses at a total of \$4,292,207.00 are budgeted with a decrease of 2% compared to 2019 budgeted figures. The proposed balanced Liquid Fuels Fund is \$248,652.00, Open Space Fund is \$1,530,000.00, and Sewer Fund is \$55,000.00, to remain similar to 2019 budgeted figures. The Capital Fund is proposed to be separated into two funds including a Capital Road Fund, with anticipated revenues of \$1,570,000.00, expenses of \$1,500,000.00, with a net income of \$70,000.00,

and a balanced Capital Reserve Fund of \$115,000. Ms. Batdorf indicated that the draft budget is posted for review and comment.

**John Eldridge, 1643 Hilltop Road**, asked what the Capital Budget entails. Ms. Batdorf explained that the two new Capital Fund budgets are splitting the existing Capital Fund into two distinctive funds for Capital Road and Capital Reserve projects. The Capital Road Fund will be used for road projects while the Capital Reserve is proposed to be used for facility needs. Mr. Eldridge asked if any new staff would be hired in the next year. Ms. Batdorf indicated there are no new staff positions included in this budget.

**Brian Curry, 512 Blackhorse Road**, asked about server replacement and upgrades in the budget. Ms. Batdorf responded that the servers will be replaced soon, recovery testing will be conducted, and these expenses are included in the proposed budget. Mr. Curry also indicated with the upgrade of our servers it would be worth exploring multi media for the meeting room.

**Subdivision/Land Development:**

**1830 St. Matthews Road – Amanda Maxwell – Subdivision Extension Request –**

**MOTION** by Mr. Couris to approve the subdivision extension request for Amanda Maxwell, 1830 St. Matthews Road, through July 17, 2020; second by Mr. Dulchinos.

There being no comments or questions, *MOTION carries unanimously.*

**1414 Birchrun Road, Neff Subdivision Resolution for Final Approval -**

**MOTION** by Mr. Couris to approve Resolution No. 15-2019 approving the minor subdivision application of 1123 Jaine Lane, Tax Parcel #25-3-101.B; second by Mr. Dulchinos.

Ms. Batdorf noted the Resolution reflects the accurate address assigned to the parcel being subdivided in Chester County records.

There being no comments or questions, *MOTION carries unanimously.*

**Old Business:**

**Payment Recommendation No. 2 Berg Construction 2019 Road Program -**

**MOTION** by Mr. Couris to approve Payment Recommendation No. 2 in the amount of \$359,446.68 to Berg Construction in accordance with Arro Consulting's October 31, 2019 recommendation letter; second by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**New Business:** None.

**Public Comment:**

**Yvonne Evans - Brownlee, 2843 Flowing Springs Road**, asked if there was an issue with the Township email list as she heard a list was leaked. Ms. Batdorf responded that she was not aware of any breach of information or issues with the Township's email list.

**Ted Mollegen**, stated that he will be posting his thoughts regarding the campaign of Mr. Dulchinos on his personal Facebook page on Election Day.

Mr. Couris commented on the Township's Meeting Room Use Policy. Mr. Couris stated that at the last meeting when asked about the use of the meeting room for a political activity he was not aware the Township had a policy which did not permit this use. Ms. Batdorf will review the policies regarding Township meeting room and facility use and offer recommendations to the Board for consideration.

**Harriet Stone, 1645 Birchrun Road**, wanted to remind everyone that Election Day parking for volunteers and those officials working the election has been coordinated for the rear Township lot and upper park lot, to allow for more spaces for voters at the Township parking lot.

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

Meeting adjourned at 8:19 PM

Respectfully Submitted,

Erica L. Batdorf  
Township Manager