

West Vincent Township  
Board of Supervisors Meeting

November 7, 2016 7:00 PM

Attendance: Chairman John Jacobs, Vice-Chairman David Brown, Michael Schneider, Township Manager Erica Batdorf and Township Secretary Tammy Swavely.

Chairman John Jacobs called the meeting to order at 7:04 PM.

Mr. Jacobs announced Executive Sessions immediately prior to the Board meeting this evening to discuss personnel and on October 26, 2016 at 9:00 AM and 12:30 PM to discuss real estate and personnel.

**Approval of Minutes:**

The minutes of **October 17, 2016** were unanimously approved on a motion by Mr. Schneider and a second by Mr. Brown.

**Reports:** Full copies are attached.

Township Manager Report: The Township Manager Report for the period ending 10/03/16 was acknowledged as submitted. Mr. Jacobs asked if she would inform the Planning Commission that the grant application was not approved so that they will not have to do anything at their next meeting with regards to changing the Zoning Ordinance.

Police Report: Police Chief Swinger gave the Police Report for October 2016 which was acknowledged as received.

Bills List: Mr. Schneider made the motion that the Bills List dated 11/07/16 in the total amount of \$157,107.45 be approved as submitted. Mr. Brown seconded the motion. The Board answered some questions and the motion carried unanimously.

**Correspondence:**

A thank you note was acknowledged as received to the Police Department from the Upper Uwchlan Township Police Department thanking Officer Butler and Officer Bickel for their assistance during a home invasion incident on October 25, 2016. Brian Curry, 512 Black Horse Road asked why this was not put out on Ready Chesco notices. Ms. Batdorf stated that she would need to speak to the Chief of Police on this matter adding that this happened in another Township and we are respectful of their reporting and protocols. Maria Jacobs, 2351 Beaver Hill Road stated that she is on Upper Uwchlan notifications for Ready Chesco and it was not put out by them.

Information was provided on a Photo Contest being held by the Chester County Planning Commission. This information is on the Township website. They are looking for photos of Chester County.

A letter dated October 23, 2016 was acknowledged as received from the West Vincent Land Trust. This letter describes what preservation efforts that they are involved in.

The Turkey Trot is on November 25, 2016. Registration starts at 9:00 am with the 1K starting at 10:00 am and the 5K starting at 10:30 am. Information is on the Township website to sign up.

A letter dated October 20, 2016 was acknowledged as received from Green Valleys Association requesting their annual donation. Mr. Brown made the motion that the Township contribute \$1,500 to Green Valleys Association as provided for in the Budget. Mr. Jacobs seconded the motion. Questions were asked as to what they actually provide for the Township. The letter explains it nicely so it will be placed on the website. Mr. Jacobs voted yes, Mr. Brown voted yes, Mr. Schneider voted no, motion carried. Sharon Davis, 932 Jaine Lane asked Mr. Schneider why he voted no. Mr. Schneider stated that he was voting blind since he has not seen their financial statements to see if they need the funds.

### **Old Business:**

2017 Township Budget: Ms. Batdorf stated that the budget has been revised to reflect the Bond sale and a few reductions. A Code Enforcement line item was added and the budget will reflect a net income. This is new for West Vincent Township. At this time the net income is showing \$71,000. This will go towards dedicating funds annually to a reserve. Ms. Batdorf stated that she is developing a Budget Policy that will explain the process. It will likely be a percentage of the income, but it can be revisited to see what works the best. The sewer fees will not be increasing at this time. This will be placed on the Township website and be authorized for advertisement at the next Board meeting, November 21, 2016.

### **New Business:**

Zoning Hearing Board Appointment: Mr. Jacobs stated that Jane Gaffer is moving from the Township and needs to resign from the Zoning Hearing Board. Mr. Jacobs thanked Mrs. Gaffer for her 18 years of service. Mr. Schneider made the motion to approve Resolution 21-2016 appointing Marilyn Hemstreet to the Zoning Hearing Board to fill the vacancy with the term ending December 31, 2018. Mr. Brown seconded the motion. Ms. Shick stated that she is glad the position is filled, but she thought that the public was to be notified when a vacancy existed. Mr. Jacobs stated that she is probably right, but he was in conversation Larry Shontz, the Zoning Hearing Board Chairman and others and that is how it happened this time. He agreed that the vacancy should have been posted. Mr. Jacobs called for a vote and the motion carried unanimously.

PEMA Agent: The Federal Government has approved funding for the blizzard in January 2016. In order to file for this, a Township representative is necessary. This was done in April and Timothea Kirchner was appointed. PEMA contacted the Township regarding paperwork and requested that someone who files the paperwork be appointed. Mr. Brown made the motion that

Tammy Swavely be appointed as the PEMA Agent for the Winter Storm DR-4267. Mr. Schneider seconded the motion which carried unanimously.

Tax Exempt Bonds Post-Issuance Compliance Policy: Mr. Schneider made the motion that the Board adopt the Tax Exempt Bonds Post-Issuance Compliance Policy presented at tonight's meeting and appoints the Township Manager as the Bond Compliance Officer referred to therein. Mr. Brown seconded the motion. Mr. Jacobs stated that this requires Ms. Batdorf to review the Bond records annually and file an annual budget. Mr. Curry asked if we had been doing that before. Mr. Jacobs stated that the Township was, but this makes it more formal and to update our records. There was no further comment and the motion carried unanimously.

Social Media: Ms. Batdorf stated that at her prior job, she maintained three Facebook accounts and three Twitter accounts. She was responsible for putting a policy in place for these. She was looking to the Board for its approval to move forward in drafting such a policy for West Vincent Township. Mr. Jacobs stated that this has been in discussion in the past. There was a concern with controls and asked her to check with the Solicitor's office before she proceeds. Ms. Batdorf stated that she understands the banter and how it is something to manage, but she will speak to Mr. McGrory about it. She added that in Pottstown she had no major issues with it. The Board was in consensus about Ms. Batdorf moving forward with a draft.

Police Car Sale: Mr. Schneider made the motion to authorize the advertisement of the 2011 Crown Vic for sale through Municibid. Mr. Brown seconded the motion. Mr. Jacobs asked Police Chief Swinger what the rough value is. He stated that the Blue Book value is estimated at \$1,150-\$2,925. The motion carried unanimously.

**Public Comment:**

Craig Kalemjian, Esq. came to the Board of Supervisors representing a resident on Buttonwood Lane. He was requesting info on the weight limit of the bridge since the homeowner would like to repave his driveway and the limits on trucks is inhibiting this. He would like to know if he could obtain a waiver. Ms. Batdorf will inform him of the process after the meeting.

Mrs. Davis stated that at the Natural Lands Trust meeting on Bryn Coed is requiring all questions to be submitted in writing before the meeting. She asked why that cannot be done for the Township meetings since a few have a laundry list of questions that they go through that are of no value to anyone else. She asked if emailed questions could be sent in ahead of time and spare the rest of the audience. Mrs. Davis stated that she understands the right to know but it is extreme. Mr. Jacobs understands her comment, but also others have the right to ask.

Meeting adjourned 8:05 PM.

Respectfully Submitted,

Tammy Swavely, Township Secretary