

West Vincent Township  
Board of Supervisors  
**Virtual Meeting**  
July 20, 2020

Attendance: Mike Schneider, Chairman; Bernie Couris, Vice-Chairman; Sara Shick, Member; John Granger, Interim Township Manager, Kathy Shillenn, Township Secretary

Chairman Schneider called the meeting to order and announced Virtual Meeting at 7:00PM.

**MOTION** by Ms. Shick the minutes of June 15, 2020; second by Mr. Couris.  
With no comments or questions, *Motion carries unanimously.*

**Police Report:** Chief Swinger reviewed the police report.

**Bills List:** **MOTION** by Ms. Shick to approve the Bills List in the amount of \$161,211.72; second by Mr. Couris.  
With no comments or questions, *Motion carries unanimously.*

**Treasurer's Report:** Mr. Granger reviewed the Treasurer's Report. Report on File.

**Manager's Report:** Mr. Granger reviewed his manager's report. Most of what he has been working is reflected in the agenda items; Mr. Granger was also working on Township Goals and Objectives.

**Announcement:** Chairman Schneider announced that there will be a Board of Supervisors Virtual Workshop via Zoom on August 3, 2020 at 7:00PM during which time a variety of topics will be discussed.

**Presentation:** None.

**Subdivision/Land Development: Approval of Minor Subdivision Preliminary/Final Plan Submission – Lot Consolidation for Witek Property, 1215-1225 Schoolhouse Lane** – **MOTION** by Ms. Shick to approve the Minor Subdivision Preliminary/Final Plan for Lot Consolidation for 1215-1225 Schoolhouse Lane; second by Mr. Couris. With no comments or questions, *Motion carries unanimously.*

**Old Business:** None.

**New Business:**

**Agricultural Building Setback Requirement** – Ms. Shick explained this request. The owners would like relief from the side yard setbacks to have a shed for some miniature horses. The homeowners have a letter from their neighbors stating that they are fine with the setback being only 30 feet. Mr. Couris stated that it is also hidden by trees. Mr. McGrory stated that the Board of Supervisors does not have the power to waive the setbacks. Only the Zoning Hearing Board can grant a variance for that. Mr. McGrory stated that you can only waive SALDO, not Zoning requirements. Mr. Granger suggested tabling this request until the

next meeting. The Agricultural Building Setback Waiver will be tabled until the next Board of Supervisors meeting.

**Approval of Resolution No. 15-2020, Appointment of John A. Granger as Full-Time Manager, effective August 1, 2020** – MOTION by Ms. Shick to appoint John A. Granger as Full-Time Manager, effective August 2, 2020; second by Mr. Couris.

Mr. Schneider stated that he did look at the agreement and salary and as stated before, this contract will be without benefits, is this correct? Mr. McGrory stated that the agreement does not include health and dental benefits. All others are provided.

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

**Approval of Township Manager Severance Agreement** – MOTION by Ms. Shick to approve the Township Manager Severance Agreement, effective August 1, 2020 to January 3, 2022; second by Mr. Couris.

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

**Approval of Change Order #6, Underground Pipe Removal – Asbestos Contaminated Material – Bryn Coed Demolition at a cost not to exceed \$27,000** – Mr. Granger discussed this Change Order. The company found this pipe during demolition. This is a price per foot plus materials, if it is more than \$27,000 then the company will come back with another Change Order. MOTION by Mr. Couris to approve the Change Order #6, Removal of Underground Pipe Asbestos Contaminated Material with a not to exceed price of \$27,000; second by Ms. Shick.

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

**Approval of Change Order #7, Removal of Two (2) Underground Vaults, including the Removal of Oil from One – Bryn Coed Demolition, at a Cost Not to Exceed \$68,000. Contract will also be Extended to November 7, 2020** – Mr. Granger discussed. There are two underground vaults which need to be removed, one of which has oil in it. They were not shown on the original plans. To remove the chemical material and remove the vaults, at a cost not to exceed \$68,500. The Contract will also be extended until November 7, 2020. MOTION by Mr. Couris to approve the removal of two underground vaults, including the removal of oil from one at a cost not to exceed \$68,500; the contract will also be extended to November 7, 2020; second by Ms. Shick.

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

**Approval of Recommendation for Payment Application #5 to Reclaim Company, LLC for Bryn Coed Demolition in the Amount of \$63,946.13** – MOTION by Mr. Couris to Approve Payment Application #5 to Reclaim Company, LLC for Bryn Coed Demolition in the amount of \$63,946.13; second by Ms. Shick. There being no comments or questions, *Motion carries unanimously.*

**Approval of Special Fire Police Application** – MOTION by Ms. Shick to approve Heather McComsey to the Special Fire Police; second by Mr. Couris.

Mr. Schneider asked if this is something we do every year. Mr. Granger stated that the Board of Supervisors must appoint the Special Fire Police.

Larry Stone, Birch Run Road asked what a special police officer is and what do they do. Mr. Granger stated that the special fire police officer manages traffic at fires and accidents. Mr. Schneider asked if this is a

position paid by the township or from the budget of the fire company. Mr. Granger noted that most of the special fire police are volunteers but if not, they are paid by the fire company.

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

**Approval of the Bid for the Tar and Chip Road Program** – Mr. Granger stated that there were three (3) bids. Asphalt Maintenance Solutions, LLC was \$169,749, Martin Paving was \$181,299.50 and Asphalt Industries was \$219,183. The low bid was \$169,749 by Asphalt Maintenance Solutions, LLC. All their paperwork was submitted today and is in order. **MOTION** by Ms. Shick to award Asphalt Maintenance Solutions, LLC the bid for the West Vincent Tar and Chip Road Program in the amount of \$169,749; second by Mr. Couris.

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

**Approval to Purchase Budgeting Software** – Mr. Granger stated that this software provides a far easier program to develop a budget and better reporting to elected officials and to the public. It is a very good tool that will help everyone prepare and explain the budget. **MOTION** by Ms. Shick to approve the purchase of the Budgeting Software as described in the amount of \$10,650; second by Mr. Couris.

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

**Discussion of Proposed West Vincent Township Logo** – Mr. Granger discussed this. The trees were apparently used a couple of years ago for a bond issue. The color scheme was modified; the blue represents the streams and the water in the community and a tag line was added. The tag line was used in the Open Space Referendum. This very clearly says this is West Vincent and this is what we are about. Mr. Granger is asking the Board of Supervisors to talk about it and if they like it to give authorization to use the logo in all of the township's products, i.e., signs in park, trail signs, business cards, etc. Mr. Couris stated that he liked it. Is this the final drawing? Mr. Schneider asked about using the tree on Flint Road. Ms. Shick stated that if you notice, the tree trunks are a W and a V. **MOTION** by Ms. Shick to adopt the logo and design as presented; second by Mr. Couris.

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

**Discussion on Changing Accounting Method to Full Accrual Basis** – Mr. Granger explained the difference between the cash basis and the full accrual basis of accounting. You are doing two things; one, you are changing the way you record revenues and expenses. In cash you record revenue when you receive it. In accrual, it is recorded when it is earned. Mr. Couris asked how that helps us. Mr. Granger stated that the other part of the system is the assets and liabilities. You need to record all assets. We do not have the value of land, building, etc. The value is not recorded. All that value needs to be calculated. It is a little more complicated and it is primarily designed to provide to the people you are reporting to the value of the community. Mr. Schneider stated that going to full accrual is high for the township. Mr. Granger stated that it would be a two-step process. The first year would be modified accrual, where you would readjust the 12/31/19 balances to make a full accrual this year but you would not book your assets.

Ms. Shick stated that this has been recommended for several years by the elected auditors and some of the appointed auditors. Mr. Schneider stated that this would show a better picture for the residents. It is a better system. Mr. Couris asked how much this would cost.

Mr. Granger stated there are three expenses. The PMRS expense is minor; they are a defined benefit plan. The big cost would be the valuation; the audit will be more expensive because they must review all the liabilities. Mr. Granger would suggest the modified accrual to start then budget for full accrual the following year.

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Approved

**MOTION** by Ms. Shick to approve the recommendation from the Manager and Treasurer that we move to modified accrual for 2020 and to do due diligence of the potential costs and timeframe for full accrual in the future; second by Mr. Couris.

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

**Public Comment on Non-Agenda Items**

Mr. Couris stated that about three months ago he suggested to hold off to have face to face discussion on the Non-Discrimination Ordinance. He recommends having a discussion on this at our next workshop.

Mr. McGrory commented that in all his other townships, they have used the antidiscrimination ordinance to fill a void between federal and state law. Federal and state law have their own provisions to accommodate all classes, but not anything for sexual orientation. Now Supreme Court has said sexual orientation is included in that but only for employment. He suggests limiting to just sexual orientation. The federal and state government would undertake the expense if there is a violation of things covered by the federal and state governments. They have the ability to investigate. Mr. Schneider suggested getting out the old ordinance, sending it to the Board and posting on the website for review before our next workshop meeting.

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

Meeting adjourned at 7:51PM.

Respectfully Submitted,  
Kathy Shillenn  
Township Secretary