

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

DRAFT MINUTES

Monday, January 9, 2023 6:00 PM

Attendance: Bernie Couris – Chair; Sara Shick - Vice Chair; Dana Alan – Member; John Granger - Township Manager; Christina Casey - Township Assistant Secretary.

Call the Meeting to Order: Bernie Couris called the meeting to order at 6:04PM and the Pledge of Allegiance was said.

Bernie Couris announced Executive Sessions on December 17, 2022, and December 28, 2022, to discuss personnel matters.

1. Sara Shick motioned to appoint Dana Alan as Temporary Chairperson until permanent appointment. Bernie Couris seconded the motion. Passed unanimously.
2. Sara Shick motioned to appoint Bernie Couris as Temporary Secretary until permanent appointment. Dana Alan seconded the motion. Passed unanimously.
3. **Sara Shick motioned to elect Bernie Couris as Chairperson.** Dana Alan seconded the motion. Passed unanimously.
4. Dana Alan motioned to elect Sara Shick as **Vice Chairperson.** Bernie Couris seconded the motion. Passed unanimously.
5. Dana Alan made a motion to adopt **2023 Appointments** as follows:
 - Reappointment of Kathy Shillenn as **Township Secretary.**
 - Appointment of Kathy Shillenn as **Township Treasurer.**
 - Reappointment of John A. Granger as **Township Manager.**
 - Township Solicitor** – Mark Thompson, Lamb McErlane PC
 - Special Counsel for Land Use** – John Rice, Grim, Biehn, & Thatcher
 - Zoning Officer** – Tracey Franey, Cedarville Engineering
 - Building Code Officer** – Matt Spellman, Arro Engineering
 - Building Inspector** – Matt Spellman, Arro Engineering
 - Consultant for Planning** – Ed Theurkauf, Theurkauf Design & Planning, LLC
 - Code Office Assistant** – Jason Barron
 - Police Administrative Assistant** – Ruth McVey
 - Payroll Clerk** – Evolution, Inc.
 - Tax Collectors** – Berkheimer Associates and Keystone Collections Group
 - Tax Hearing Officers** – Berkheimer Associates and Keystone Collections Group
 - Engineer** – LTL Consultants, Ltd.
 - Traffic Engineer** – Caruolo Associates, Inc.
 - Public Works Manager/Road Master** – Mike Hogga
 - Animal Control** – Glenn Deery
 - Police Chief** – Michael Swininger
 - Emergency Management Director** – James Gooding

Emergency Management Board Liaison – Sara Shick
Depositories – Victory Bank
Voting Delegate to State Convention – Bernie Couris
CPA and External Auditor – Barbacane, Thornton & Company
Vacancy Board Chair – Diedra Heitzman
Open Records Officer – Kathy Shillenn
Assistant Open Records Officer – Christina Casey

Phoenixville Regional Planning Committee Members

2023 Board Member – Sara Shick
Alternate Voting Member – John A. Granger
Planning Commission Member – Art Miller, Jr.

Agriculture Security Board appointments and terms (1 year terms to expire on December 31 of the listed year):

Kenneth I. Miller Jr., 2023
Thomas Olszanowski, 2023
Wheeler Aman, 2023
Raymond Nestorick, 2023
Board Liaison, ASA Chair – Sara Shick

Sara Shick seconded the motion. All appointments passed unanimously.

Sara Shick made the motion to adopt 2023 Committee & Board Appointments as follows:

For the PLANNING COMMISSION, appointment of Steve Merroth & reappointment of Ted Otteni for four-year terms to expire 12/31/2026. Appointment of Ted Otteni as Interim Chair.

For the ENVIRONMENTAL ADVISORY COUNCIL, appointment of Sarah Taylor & reappointment of Kathy McDevitt for three-year terms to expire 12/31/2025. Appointment of Rachel McKay as Interim Chair.

For the OPEN SPACE REVIEW BOARD, appointment of Jim Bergy as Interim Chair.

For the PARKS & RECREATION COMMISSION, appointment of Wilson Moyer as Interim Chair.

For the ZONING HEARING BOARD, appointment of Jim Dolceamore for a five-year term to expire on 12/31/2027. Appointment Ken Miller as Alternates for three-year terms to expire 12/31/2025. Appointment of Larry Stone as Interim Chair. There is one (1) alternate vacancy.

For the SUSTAINABILITY COMMITTEE, appointment of Margot Green & Reappointment of Tom Kalusky for three-year terms to expire on 12/31/2025. Appointment of Kip Archinal to unexpired term to 12/31/2024. Appointment of Tom Kalusky as Interim Chair. There is one (1) vacancy for this committee.

For the HISTORICAL COMMISSION, appointment of Peter Benton to a five-year term to expire on 12/31/2027. **Appointment** of Bob Wise as Interim Chair.

For the HUMAN RELATIONS COMMISSION, reappointment of Brad Dyer for a five-year term to expire on 12/31/2027. **Appointment** of Brad Dyer as Interim Chair. There is one (1) vacancy.

Dana Alan seconded the motion. All appointments passed unanimously.

6. Dana Alan made the motion to approve and adopt the 2023 Regular Township Meeting Schedule as follows:

Board of Supervisors

Workshop Meetings will be held on the **1st Monday** of the month at 7:00 PM (**as needed**); **Regular Business Meetings** will be held on the **3rd Monday** of every month at 7:00PM; except for January, which will have two (2) meetings; (if such meeting falls on a holiday*, then the meeting shall be held the following day).

January 9**, 17*	July 17
February 21*	August 21
March 20	September 18
April 17	October 16
May 15	November 20
June 19	December 18

* **Holidays/ Tuesday Meeting**

****Reorganization Meeting at 6:00 PM**

Historical Resources Committee: 1st Tuesday of the month at 7:00PM.

Park and Recreation Commission: 1st Wednesday of the month at 7:00PM.

Environmental Advisory Council: 1st Thursday of the month at 7:00PM.

Historical Commission: 2nd Wednesday of the month at 7:00PM.

Sustainability Committee: 3rd Wednesday of the month at 7:00PM and Workshop the 2nd Wednesday of the month at 7:00PM.

Planning Commission Meeting: 3rd Thursday of the month at 7:00 PM and Workshop the 2nd Thursday of the month at 7:00 PM.

Human Relations Commission: 4th Monday of the month at 7:00PM, as needed.

Open Space Advisory Board: 4th Tuesday of the month at 7:00 PM.

Sara Shick seconded the motion. A short discussion was had indicating that both Sustainability Committee and Planning Commission workshops were as needed. Motion passed unanimously.

7. Sara Shick made the motion to approve and set the amount of the **Treasurer's Bond** in the amount of \$2,000,000. Dana Alan seconded the motion. Passed unanimously.
8. Sara Shick made the motion to approve and set the amount of the **Manager's Bond** in the amount of \$300,000. Dana Alan seconded the motion. Passed unanimously.
9. Sara Shick made the motion to adopt **Resolution No. 1-2023** establishing Emergency Service Providers for West Vincent Township. Dana Alan seconded the motion. Passed unanimously.

10. Sara Shick made the motion to adopt **Resolution No. 2-2023** establishing the Township Manager's Compensation at \$159,120 per annum. Dana Alan seconded the motion. Passed unanimously.
11. Dana Alan made the motion to adopt **Resolution 3-2023** in the form presented establishing the mileage reimbursement at \$0.65.5 per mile following the Federal Guidelines for 2023. Sara Shick seconded the motion. Passed unanimously.
12. Dana Alan made the motion to adopt **Resolution No. 4-2023** 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. Sara Shick seconded the motion. Passed unanimously.
13. Dana Alan made the motion to adopt **Resolution No. 5-2022: West Vincent Fee Schedule for 2023** in the form submitted to the West Vincent Township Board of Supervisors at the Reorganization meeting, consisting of 13 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, Stormwater Ordinance Management Fees and Electrical Fee Schedule attached totaling 13 pages. Sara Shick seconded the motion. Passed unanimously.

Public Comment on Non-Agenda Items

Karl Brachwitz of West Vincent Township recognized that various members of the Township and Board were sick or out of the country on the previous Tuesday, January 3, 2023, which was the original Reorganization Meeting date. However, he questioned whether a date sooner than January 9, 2023, was available. It was mentioned by Sara Shick that certain staff are still out with sickness, and other people only tested negative over the past weekend. Bernie Couris said that the solicitor and PSATS were consulted before moving the date.

Mr. Brachwitz also questioned why no list of appointments was provided to the public prior to being read in the meeting. He said this information needs to be more readily available in advance of the meetings.

Bernie Couris motioned to **adjourn** the meeting at 6:25PM. It was seconded by Dana Alan.