

**West Vincent Township  
Board of Supervisors Meeting  
September 19, 2022 7:00 PM  
Minutes**

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**This meeting is being recorded**

Attendance: Bernie Couris, Chair, Sara Shick, Vice Chair, Dana Alan, Member, John Granger, Township Manager, Mark Thompson, Township Solicitor, Kathy Shillenn, Township Secretary

Chairman Couris called the Meeting to order at 7:05 PM

Mr. Couris announced that Mrs. Alan is attending the meeting via Zoom.

Mr. Couris announced that an Executive Session was held on September 13, 2022, to discuss Legal and Personnel.

**MOTION** by Ms. Shick to approve the minutes of August 15, 2022; second by Mrs. Alan.  
*Motion carries unanimously.*

**MOTION** by Ms. Shick to approve the minutes of September 6, 2022; second by Mrs. Alan.  
*Motion carries unanimously.*

**Presentation:**

**Ludwig's Corner Fire Company Strategic Plan - Paul Mattes, President and Jeff Kimes, Deputy Chief** - Mr. Granger briefly spoke about the Ludwig's Corner Fire Company Strategic Plan. Paul Mattes gave the presentation. Mr. Mattes started the presentation by thanking the township for the ongoing partnership. Last year West Vincent Township accounted for about 48% of all calls responded to. There are three major challenges that the Fire Company is experiencing. First is apparatus, which is aging. Secondly, the building is approaching 50 years old. There is a committee that is looking at upgrading the building or constructing a new building. Third is the increasing call volume along with recruiting and retention. The Fire Company is hoping that West Vincent Township will reassess the annual contribution. There hasn't been a bump in the annual contribution in the last eight years.

Ms. Shick asked Mr. Mattes if he could explain why one truck can replace two trucks. Mr. Mattes explained that right now they have a tanker that only carries water. The hose on the tanker must be hooked up to another piece of apparatus to fight a fire. The new truck will have a pump on it, carry water, and have the firefighting equipment, which will also reduce the number of drivers needed.

Mrs. Alan asked about the proposal of a hybrid engine; is that available right now or something that you're looking into. Mr. Mattes stated that would be the Rescue Engine which is the next apparatus that is being specked out right now.

**Public Hearing:**

**Acquisition of Nine (9) Transferable Development Rights in the Amount of \$288,000 - 175 Cedar Lane**

**Acquisition of Two (2) Transferable Development Rights in the Amount of \$65,000 - 1352 Shady Lane**

Mr. Thompson, Township Solicitor opened the hearings. The Board of Supervisors are not taking any action other than to have the public hearing. When the time comes to go to closing the Board of Supervisors will have authorized the spending of township money.

George Dulchinos, 1415 Hollow Road asked when the TDR assessments done on these. Mr. Granger stated that they were completed about 4 - 5 months ago. Mr. Dulchinos also asked how many TDRs are remaining on the two properties. Ms. Shick answered that there is one remaining on each property.

Mr. Thompson closed the hearing.

**Reports:**

**Police Report:** Mr. Granger read the report. Report on file.

**Bills List:** MOTION by Ms. Shick to approve the Bills List in the amount of \$162,471.90; second by Mrs. Alan.

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

**Treasurer's Report:** Mr. Granger read the report. Report on file. Mr. Granger noted that last month a question was asked regarding some comments on the Treasurer's Report. Mr. Granger did not have an opportunity to research those. Mr. Granger will report back next month on this matter.

**Manager's Report:** Mr. Granger gave the report. Report on file. Mr. Granger noted that aside from what is on the agenda, there was quite a lot of activity last month. There is a bill to pay the initial payment of the Fellowship Bridge work; that work is complete and the final payment will be made next month. The larger stormwater paving program is about 90% complete. They are working on the Tar and Chip program and part of the road paving this week and should be complete next week. The township did receive its new truck today. This month also marks the one year update of the township website. The township is also working on the final design for Schoolhouse Road Improvements and getting the easement documents together for storm sewer work. Hopefully the work will be completed this year. This will be the final project for the year.

Barry DiLibero, 1012 Pottstown Pike commented that there is a substantial difference in the General Fund for 2021 and 2022. Mr. Granger stated that last December the board transferred

\$2.7 million dollars out of the general fund to the capital fund. This was to support capital improvements.

**Old Business:** None

**New Business:**

**Approval of Uniformed MMO (Minimum Municipal Obligation) – MOTION** by Ms. Shick to approve the Uniformed MMO for the Police Pension Plan for the 2023 Plan Year in the amount of \$61,001.80; second by Mrs. Alan.

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

**Approval of Non-Uniformed MMO (Minimum Municipal Obligation) – MOTION** by Ms. Shick to approve the MMO for the Non-Uniformed Pension Plan for the 2023 Plan Year in the amount of \$44,000; second by Mrs. Alan.

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

**Approval of Resolution No. 25-2022, Acquisition of Nine (9) Transferable Development Rights in the Amount of \$288,000 – Howell – 175 Cedar Lane – MOTION** by Ms. Shick to approve Resolution No. 25-2022, Acquisition of Nine (9) Transferable Development Rights in the Amount of \$288,000 for 175 Cedar Lane; second by Mrs. Alan.

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

**Consideration of Intergovernmental Agreement with Owen J. Roberts – Enforcement of Bus Violations** – MOTION by Ms. Shick to approve the Intergovernmental Agreement between Owen J. Roberts School District and West Vincent Township for the West Vincent Township Police Department to Enforce Bus Violations; second by Mrs. Alan.

Mr. Granger explained that it is a recording device on buses that will record vehicles that go around the school buses; the information is recorded and sent to the police department who will then process a ticket.

George Dulchinos, 1415 Hollow Road asked why a motion is needed to request this. Mr. Granger suspects the school district is requesting funding and needs the municipalities to support this.

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

**Approval of Payment Request #1 for Lobar Site Development for \$127,684.22 for the Fellowship Road Bridge Repair** – MOTION by Ms. Shick to approve payment request #1 for Lobar Site Development in the amount of \$127,684.22 for the Fellowship Road Bridge Repair; second by Mrs. Alan.

Mr. Couris asked if this is the final payment; Mr. Granger stated that there will be a second payment request next month.

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

**Authorize Advertisement of Amendments to the Subdivision/Land Development Ordinance and the Zoning Ordinance for Forest Woodland Provisions** - MOTION by Ms. Shick to authorize advertisement of Amendments to the Subdivision/Land Development Ordinance and Zoning Ordinance for Forest Woodland Provisions; second by Mrs. Alan.

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

**Authorize Advertisement of Amendments to the Zoning Ordinance for the Ludwig's Village Center Commercial District** - MOTION by Ms. Shick to authorize advertisement of Amendments to the Zoning Ordinance for the Ludwig's Village Center Commercial District; second by Mrs. Alan.

George Dulchinos, 1415 Hollow Road asked if this is just for the zoning or is this part of the master plan. Mr. Granger stated that this is just for the zoning.

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

**Authorize LTL Consulting to Prepare Onsite Septic Management Program as Required by DEP** - MOTION by Ms. Shick to authorize LTL Consulting to prepare Onsite Septic Management Program as required by DEP; second by Mrs. Alan.

Mr. Granger stated that DEP is making the township do this. Once the plan is prepared by the engineer, there will be a public hearing to discuss the particulars of it.

Barry DiLibero, 1012 Pottstown Pike comments that it is not taking over Chester County Health Department's job, it's just about pumping. Mr. Granger said it's just about pumping.

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

**Consideration of Release of Escrow Check for \$1250 to Christine McGowan, 2008 Flowing Springs Road - Septic System** - MOTION by Ms. Shick to approve the release of an escrow check in the amount of \$1,250 for Christine McGowan, 2008 Flowing Springs Road, Septic System.

Mr. Granger feels the Board needs to provide direction for this. For a period of time, the township has required any new septic system installation to post a maintenance bond in case something happens to the system. Mr. Granger thought that this was a DEP requirement but has found out that it is not. This is just a township policy. Mr. Granger feels that this is a reach to far; if something is broken the county has the enforcement ability to handle the problem. There is no need to have a replacement. All new subdivisions and new houses have an area on the property where the septic will be installed if the first one is broken. Mr. Couris asked if Mr. Granger has a sense of how many systems there are.

Mr. Thompson asked if it was confirmed that there is a maintenance agreement for this property. The maintenance agreement must be unrecorded. The solicitor will have to let the property owner know that the requirement has been taken off the deed.

Ms. Shick is amending the motion to read: **MOTION** by Ms. Shick to identify all persons with sewer escrows, return the funds and cease this program in the future; second by Mrs. Alan.

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

**Adopt Township-Wide Master Trail Plan** – **MOTION** by Ms. Shick to adopt the Township-Wide Master Trail Plan; second by Mrs. Alan.

Mr. Granger discussed. The administration and various committees have prepared a master trail plan, which has been reviewed on number of occasions. This is a good planning tool and Mr. Granger recommends adopting this plan.

Mrs. Alan asked when we will see the digital version of the map. Ms. Shick stated that the consultant will give the township another big version of the goal map. Ms. Shick stated that the trail map is on the website.

Barry DiLibero, 1012 Pottstown Pike asked if this map includes any other trails besides the township trails. Mr. Granger stated that it includes the regional trails. French and Pickering trails are on the map.

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

**Acknowledge New Subdivision/Land Development for Camp Innabah Lot Line Change** – Board of Supervisors acknowledged the application.

**Acknowledge Zoning Hearing Board Application – Scott Rison, Honeybrook Properties** – Board of Supervisors acknowledge the application. Mr. Granger recommends that the Township Solicitor attend the Hearing and defend the prior decisions of the Board of Supervisors and the Zoning Hearing Board.

**MOTION** by Ms. Shick to have the Township Solicitor to represent the Township at the Zoning Hearing Board meeting regarding Scott Risbon, Honeybrook Properties to defend the previous decisions of Zoning Hearing Board, Engineers and Zoning Officers and oppose the application; second by Mrs. Alan.

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

Mr. Granger stated that the next four items are the result of the increased building activity in the township. The township engineer's office had provided one individual to do the zoning and the building inspections and could not keep up with the work. Mr. Granger is recommending that the township go back to the framework that was in place when Mr. Granger arrived here. Arro Engineering provided the building inspections 20 hours a week and Cedarville Engineering will provide the Zoning Officer which is 15 hours a week.

**Approve Arro Engineering Professional Services Agreement for Building Codes Official/Building Inspector** - MOTION by Ms. Shick to approve the Arro Engineering Professional Services Agreement for Building Codes Official/Building Inspector; second by Mrs. Alan.

Barry DiLibero, 1012 Pottstown Pike asked if this is in addition to who we are using? Mr. Granger stated that LTL Consulting is stepping out of the picture.

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

**Appoint Matt Spellman, Arro Engineering as BCO and Building Inspector** - MOTION by Ms. Shick to appoint Matt Spellman, Arro Engineering as BCO and Building Inspector; second by Mrs. Alan.

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

**Approve Cedarville Engineering Professional Services Agreement for Zoning Officer** - MOTION by Ms. Shick to approve the Cedarville Engineering Professional Services Agreement for Zoning Officer; second by Mrs. Alan.

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

**Appoint Tracey Franey as Zoning Officer** - MOTION by Ms. Shick to appoint Tracey Franey, Cedarville Engineering, as Zoning Officer; second by Mrs. Alan.

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

**Appoint John Granger as Township Treasurer** - MOTION by Ms. Shick to re-appoint John Granger as Township Treasurer; second by Mrs. Alan.

Barry DiLibero, 1012 Pottstown Pike commented about losing another treasurer. He also asked if the township will be advertising for another treasurer. Mr. Granger stated that the township will be using professional services to do the accounting work and Mr. Granger will be the treasurer. Mr. DiLibero asked if there is a reason why the township will not advertise. Mr. Granger stated that part of the problem is that this is fund accounting. This is not taught in school and there have been a lot of turnovers in the municipal market. Mr. DiLibero asked what the pay is. Mr. Granger is going to budget \$95,000, due to it being the first year and there being extra work then eventually move to four days a week or maybe 3 ½ days a week.

Mrs. Alan asked if the Board would have an opportunity to meet and interview the person sent from the agency. Mr. Granger stated yes.

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

**Approve Application Request for Non-Emergency Fire Police Services** - MOTION by Ms. Shick to approve the request for Non-Emergency Fire Police Services for traffic support for the Lundale Farm Fall Festival; second by Mrs. Alan.

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

**Discussion on Horseshoe Trail Safety Study** - This will be tabled until next meeting.

**Approve Eagle Scout Project for Evans Park** - MOTION by Ms. Shick to amend the agenda to include the Request from an Eagle Scout for a Veterans Memorial in Evans Park.

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

MOTION by Ms. Shick to approve an Eagle Scout Project by Brian Baker to build a Veterans Memorial; second by Mrs. Alan.

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

### **Public Discussion**

George Dulchinos, 1415 Hollow Road stated that it is helpful that all the meeting documents are being posted on the website. It lets residents ask more relevant questions. Also, hopefully the recording stuff will get straightened out. Also, he went back to advertise a special workshop meeting from the last meeting. He saw two notices, a public hearing, and a special workshop meeting. He doesn't know if it's legal.

Mr. Thompson stated that acting on the item set forth in the advertisement is sufficient to take a vote.

Mrs. Alan wanted to tell George about the recording quality. The current equipment is just for projecting not recording. Mrs. Alan was hoping that we could get a disc in the ceiling for recording.

Barry stated that the old system worked perfectly; its since the new system that's the problem. The scope of the camera is also narrow. It would be nice to at least see the whole table. Also, it looks like every meeting is becoming a workshop meeting. You just need to correct the agenda.

Mr. DiLibero also stated that he sees that Mr. Granger is now the township treasurer and township manager and now Mr. Granger is doing interim manager for New Garden Township. Mr. Granger stated that he can handle both; he is holding down the fort until they hire a full-time manager. Mr. DiLibero stated that it concerns him about the dedication to the township.

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

Meeting adjourned at 8:01pm

Respectfully Submitted,  
Kathy Shillenn  
Township Secretary

DRAFT