

West Vincent Township  
Board of Supervisors Reorganization Meeting

January 4, 2016 7:30 PM

Attendance: David Brown, John Jacobs, Michael Schneider, Joseph McGrory, Esq., Hamburg, Rubin, Mullin, Maxwell and Lupin and Township Secretary Tammy Swavely.

Mr. Brown announced that this was the Reorganization Meeting and turned the meeting over to Mr. McGrory.

Mr. Schneider nominated John Jacobs for the position of **Temporary Chairman**. Mr. Brown seconded the motion, there was no public comment and it carried unanimously.

Mr. Jacobs called to order the Township's organization meeting for 2016 at 7:33 PM.

Mr. Brown nominated Tammy Swavely for the position of **Temporary Secretary**. Mr. Schneider seconded the motion, there was no public comment and it carried unanimously.

Mr. Schneider nominated **John Jacobs** for the position of Chairman of the Board of West Vincent Township Supervisors. Mr. Brown seconded the motion. There were no other nominations. There was no public comment and the motion carried unanimously.

Mr. Jacobs nominated **David Brown** for the position of Vice-Chairman of the Board. Mr. Schneider seconded the motion, there was no public comment and the motion carried unanimously.

Mr. Jacobs announced that there was an Executive Session immediately prior to this meeting to discuss personnel.

Mr. Schneider made the motion to approve the following **Appointments for the year 2016**:

Reappointment of Tamara Swavely as **Township Secretary**.

Reappointment of Danielle Hewitt as **Township Treasurer**.

Reappointment of George Martin to the **Planning Commission** for an additional 4-year term to expire 12/31/19. Appointment of Jim Helm to the Planning Commission for a 4-year term to expire 12/31/19.

Reappointment of Larry Shontz to the **Zoning Hearing Board**, for a 5-year term to expire 12/31/20.

Reappointment of Donald Cook and Suzanne Roth to the **Environmental Advisory Council** for an additional 3 year term to expire 12/31/18. Appointment of Jane Helm to the **Environmental Advisory Council** for a term to expire on 12/31/18.

Appointment of Chip Farnham and William Holdernss to the **Park and Recreation Commission** for an additional 5 year term to expire 12/31/20.

Reappointment of Sam Cantrell to the Sustainability Committee for an additional 4-year term to expire on 12/31/19. Appointment of Bernie Couris for a 4-year term to expire on 12/31/19. Appointment of Nicole Keegan to fill the vacancy to expire on 12/31/17.

Mr. Brown made the motion to appoint the following positions:

Township Solicitor –Hamburg, Ruban, Mullin, Mazwell, & Lupin  
Special Counsel – Anne Porter  
Township Manager – Local Government Management Services, LLC  
Zoning Officer – Cedarville Engineering Group  
Building Code Officer – Cedarville Engineering Group  
Building Inspector – Richard Raichle  
Treasurer – Danielle Hewitt  
Township Secretary – Tamara Swavely  
Code Office Assistant – Jason Barron  
Assistant Secretary – Ruth McVey  
Payroll Clerk – Paychex, Inc.  
Tax Collectors – Berkheimer Associates and Keystone Collections Group  
Tax Hearing Officers – Berkheimer Associates and Keystone Collections Group  
Engineer – Bryan D. Kulakowsky, P. E and Cedarville Engineering Group  
Traffic Engineer – Caruolo Associates, Inc.  
Roadmaster – David Monteith  
Road Foreman – Mark Hughes  
Part-Time Park Maintenance – David Gottier  
Animal Control – Glenn Deery  
Police Chief – Michael Swininger  
Emergency Management Director – James Gooding  
Emergency Management Board Liaison – Mike Schneider  
Depositories – DNB First, PLGIT, US Bank, Penn Liberty, National Penn Bank  
Voting Delegate to State Convention – John Jacobs  
Elected Auditors –Jeff Lewis, Barbara Dunn, Maria Holderness  
CPA and External Auditor - Barbacane, Thornton & Company  
Vacancy Board Chairman – Frances Ellis  
Open Records Officer – Local Government Management Services, LLC

Mr. Brown seconded the motion. Debbie Westfall, 1665 Hollow Road asked about the appointment of Road Master. She is concerned that Mr. Monteith's health will be a problem. Mr. Jacobs stated that Mr. Monteith has assured him that he can fulfill the duties of Road Master. Mrs. Westfall added that Mr. Monteith has been working with Barry DiLibero and Chickenman and now feels that the Board is acting as puppets. Mr. Schneider asked if she didn't think he could do the job. Mrs. Westfall stated that she knows he may be qualified, but is concerned with his health. Ronnie Monteith, 1275 School House Lane stated that being his wife, she knows that

if he cannot do the job, he will resign. Kit Troler, 16 Hunt Hill Road asked if any other applicants were interviewed for the position. The Board informed her that they spoke with one other person. Ms. Troler asked how the interim manager will work and if the job will be posted. She was informed that there will be a company to assist in the hiring of a manager. Ms. Troler asked about hiring a new engineering company and a new zoning company and if a budget analysis done to see the difference in costs. Mr. Schneider stated that he took the last 11 months of building permits to Cedarville Engineering and they stated that they would be able to handle those permits. They will be in the office and their hours will be determined by the work load. Three other companies were reviewed. Ms. Troler asked Mr. Brown if he was involved in the discussions. Mr. Brown stated that he was not. He added that he was not aware of the manager position until he received his agenda this evening. Harriet Stone, 1645 Birchrun Road asked how Mr. Schneider and Mr. Jacobs could meet without Mr. Brown. Mr. Schneider stated that he was not a Board member until today. Sara Shick, 1201 Davis Lane asked why the new solicitor was chosen from Montgomery County since a lot of good firms are in Chester County. Mr. Jacobs stated that this firm does a lot of work in Chester County. Wheeler Aman, 1451 Pughtown Road spoke up for David Monteith stating that he is a good person for the Township to hire and that if he could not do the work he would be the first one to admit it. Mrs. Westfall asked who interviewed the new counsel. She was informed Mr. Jacobs and Mr. Schneider. Mr. Jacobs called for a vote on the appointments. Mr. Jacobs voted yes, Mr. Schneider voted yes and Mr. Brown voted yes except for the appointment of David Monteith as Road Master. The motion carried.

Mr. Schneider made the motion to make the following appointments:

**Northern Federation Representatives**

Manager – Interim Manager

David Brown-Board of Supervisor Representative

**Phoenixville Regional Planning Committee Members**

John Jacobs -Voting Member

Michael Schneider – Alternate Voting Member

Manager – Alternate – Interim Manager

William Dietrich - Planning Commission Member

**Planning Commission appointments and terms (4 year term, to expire on December 31<sup>st</sup> of the listed year):**

George Martin, 2019

Sara Shick, 2018

Robert Kaiser, 2016

Ted Otteni, 2018

Jim Helm, 2019

Steve Merroth, 2016

William Dietrich, 2017

Board of Supervisor Liaison – Michael Schneider

**Environmental Advisory Council appointments and terms (3 year term to expire on December 31<sup>st</sup> of the listed year):**

Victoria Laubach, 2016  
Donald Cook, 2018  
Christy Martin, 2016  
Jane Helm, 2018  
Harriet Stone, 2017  
Jim Deisinger, 2017  
Suzanne Roth, 2018  
Planning Commission Liaison – Bill Dietrich  
Board of Supervisors Liaison- John Jacobs

**Open Space Advisory Committee appointments and terms (1 year term to expire on December 31<sup>st</sup> of the listed year):**

Benjamin James, 2016  
Katie Weidner, 2016  
Harry Saunders, 2016  
Debbie Reichert, 2016  
Michelle Thomas, 2016  
Jennifer Farnham, 2016  
William Dietrich, 2016 and Planning Commission Member  
David Brown, 2016 and Board of Supervisors Member

**Zoning Hearing Board appointments and terms (5 year terms, to expire on December 31 of the listed year):**

Larry Shontz, Chairman, 2020  
Karl Brachwitz, 2016  
Jane Gaffer, 2018  
Kenneth Frame, 2017  
Ann Dyer, 2019  
Zoning Hearing Board Solicitor – James Tupitza  
Board of Supervisor Liaison – David Brown

**Park and Recreation Board appointments and terms (5 year terms, to expire on December 31 of the listed year):**

Chip Farnham, 2020  
Brad Dyer, 2016  
Jim Deisinger, 2018  
Whitney Jaeger, 2017  
Bill Dietrich, 2019  
William Holderness, 2020  
Steve Merroth, 2017  
Board of Supervisor Liaison – John Jacobs

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

Kenneth I. Miller Jr., 2016  
Thomas Olszanowski, 2016  
Wheeler Aman, 2016  
Harry Emery, 2016  
Raymond Nestorick, 2016

**Sustainability Committee appointments and terms (4 year terms to expire on December 31<sup>st</sup> of the listed year):**

Ben James, 2019  
Kip Archinal, 2016  
Penny Fulton, 2018  
Bryan Sladky, 2018  
Bernie Couris, 2019  
Sam Cantrell, 2019  
Jim McQuillan, 2017  
Nicole Keegan, 2017  
Vacancy, 2016  
Park and Recreation Liaison – William Holderness  
EAC Liaison – Suzanne Roth  
Planning Commission Liaison – Bill Dietrich  
Board of Supervisors Liaison- Mike Schneider

Mr. Brown seconded the motion. Pam Brown, 1070 Jaine Lane stated that the Township partners with land preservation trusts and has an extensive TDR program and she asked the Board how they expect to act moving forward since most of the committee members on the Open Space Committee have no experience on these issues. Mr. Jacobs stated that speaking for himself, he has personally learned a lot about being greener during his past two years as a Board member. He stated that he has a lot to learn but he also has a concern for property rights. He does not see any reason why the Township would not continue to partner with Green Valleys Association and will work with them. Ms. Brown stated that there are a lot of new appointments on the Open Space Committee and knowledge of land preservation is an important qualification to have on that committee. Mrs. Westfall read off a few names questioning if they live in West Vincent. Mr. Jacobs stated that he will double check to make sure. Ms. Shick stated that she heard five names read from the Open Space Committee that have no relationship with conservation groups. Barbara Mueller, 1026 Jaine Lane asked Mr. Brown if he appointed anyone new to the committees and he answered no. Mr. Jacobs and Mr. Schneider both answered that they had. Maria Jacobs, 2351 Beaver Hill Road asked Mr. Jacobs how many recommendations that he made to the Board in 2015 for appointments that were not considered. Mr. Jacobs answered three. Mr. Brown would like to have Barbara Mueller reappointed to the Planning Commission. Mr. Jacobs stated that he is trying to get new blood into the committees. John Rieder, 1580 Hollow Road asked if there is a limit of the number of people who can be on the committees. Mr. McGrory stated that some are bound by the Municipalities Planning Code. Maria Holderness, 958 Jaine Lane stated that the meetings are public and no one is prohibited from going to them even though they are not on the committee. Sharon Davis, 932 Jaine Lane stated that Pam Brown has been so active in preserving land and has a vast experience it will be tough working without her. Mrs. Mueller asked the Board how they choose the members on the committees. Mr. Jacobs stated that Mrs. Swavelly gave them a list of

who was up for reappointment and who the committees recommended. Mr. Schneider stated that he asked some residents and received some help from Kip Archinal on the Sustainability Committee. Mrs. Mueller stated that she understood that fresh faces could be helpful but if the committee recommended who they wanted, why was it changed. Mr. Jacobs stated that is the way it was going to be. Mr. Schneider and Mr. Jacobs were permitted to discuss this since Mr. Schneider was not a Board member until today. Mr. Schneider stated that he sent Mr. Brown an email to discuss it but Mr. Brown did not receive the email. Since he did not hear back he assumed he was not interested. Brian Curry, 512 Blackhorse Road stated that if people feel left out that they should attend the meetings and participate from the audience. Ms. Shick commented that the Planning Commission is going to miss the talent Mrs. Mueller brought to their commission that she brought a lot of expertise. The Board heard more comments about the appointments. Mr. Jacobs called for a vote. Mr. Jacobs voted yes, Mr. Schneider voted yes and Mr. Brown voted yes except for the appointment of Jim Helm to the Planning Commission who was replacing Barbara Mueller. The motion carried.

Mr. Brown made the motion to adopt the **2016 Meeting Date Schedule:**

#### Board of Supervisors

Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month at 7:00 PM (if such meeting falls on a legal holiday\*, then the meeting shall be held the following day):

January 4**, 18	July 5*, 18
February 1, 16*	August 1, 15
March 7, 21	September 6*, 19
April 4, 18	October 3, 17
May 2, 16	November 7, 21
June 6, 20	December 5, 19

\* Holidays/ Tuesday Meeting

\*\*Reorganization Meeting at 7:30 PM

Planning Commission Regular Meeting: 3<sup>rd</sup> Thursday of the Month at 7:30 PM

Environmental Advisory Council: 1<sup>st</sup> Wednesday of the Month at 5:30 PM

Park and Recreation Commission: 1<sup>st</sup> Wednesday of the Month at 7:30 PM

Sustainability Committee: 3<sup>rd</sup> Tuesday of the month at 7:30 PM

All meetings will be held at the Township Building located at 729 St. Matthews Road, Chester Springs, PA 19425.

Mr. Schneider seconded the motion. Karl Brachwitz, 1286 Hollow Road stated that traditionally, people have been trained to come to the meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. This is not going to be a welcome change. The Board informed him that is due to the change in solicitor. The vote carried unanimously.

Mr. Brown made a motion to approve and set the amount of the **Treasurer's bond** at \$2,000,000 with a total cost of \$1,250. Mr. Schneider seconded the motion which carried unanimously.

Mr. Schneider made the motion to approve a 3% salary increase for all non-union and non-uniformed employees. Mr. Brown seconded the motion. Tanya Helwig 2034 Pottstown Pike asked if the police department are getting a 3.5% raise and she was told yes. The motion carried unanimously.

Mr. Brown made the motion that the Board of Supervisors adopt **Resolution 1-2016** establishing the area of responsibility for police, fire, rescue and ambulance. The Chester County Board of Commissioners requires municipalities to submit a Resolution annually listing the organizations responsible for providing fire, ambulance, police and rescue protection in the municipality and delineating the response territories where two or more organizations are involved in providing the same service. Mr. Schneider seconded the motion and it carried unanimously.

Mr. Schneider made the motion to adopt **Resolution 2-2016** accepting the Consulting Services Agreement with Local Government Management Services, LLC for the interim Township Manager at a rate of \$95.00/hr. until such time a permanent manager is hired. Mr. Brown seconded the motion. Ms. Shick asked if a severance package was offered to Jim Wendelgass. Mr. McGrory stated that this is a pending personnel matter and cannot be discussed in public until it is over. There was no further comment and the motion carried unanimously.

Mr. Brown made the motion that Township approve **Resolution 3-2016** in the form presented establishing the mileage reimbursement at \$.54 per mile following the Federal Guidelines for 2016. Mr. Jacobs seconded the motion and it carried unanimously.

Mr. Schneider made the motion to adopt **Resolution 4-2016** 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. Mr. Brown seconded the motion which carried unanimously.

Mr. Brown made the motion that the West Vincent Township Board of Supervisors adopt **Resolution 5-2016** as the Fee Schedule for 2016 in the form submitted to the Board at the Reorganization meeting, consisting of 7 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 with an Electrical Fee Schedule attached totaling 12 pages. Mr. Schneider seconded the motion and it carried unanimously.

Public Comment on non-Agenda items:

Mrs. Stone stated that she wished the new Board well.

George Dulchinos, 1415 Hollow Road asked how many employees the Township has. He was informed 19-20. There are now three less.

Chris Peeples, 1611 Kimberton Road stated that the size of the audience is proportional to the job that the Board is doing.

### **Reports:**

Bills List: Mr. Brown made the motion to approve the Bills List dated 1/4/16 in the total amount of \$21,489.07. Mr. Schneider seconded the motion. There was no public comment and the motion carried unanimously.

### **Correspondence:**

A request to use the meeting room was received from Kelli Storti requesting to use the meeting room for several dates in February for a soccer referee course. Mr. Brown made the motion to permit the same. Mr. Schneider seconded the motion which carried unanimously.

The Chester County Conservation District is having a Manure Management Workshop on Wednesday, March 9, 2016 at the West Vincent Township Building.

The 2016 Certified Master Composter classes will be held on March 2, 9, and 16 from 6:30 pm – 8:30 pm at the Chester County Library in Exton, PA. March 23 is a snow date.

### **Subdivision/Land Development:**

Eagle Farms Subdivision/Toll Bros.: Toll Bros. has requested Surety Reductions on a Performance Bond and Carroll Engineering is recommending their release. Mr. Brown made the motion to approve Release #3, Ewing Tract Phase 2 Escrow Release No. 3 in the total amount of \$248,076.00. Mr. Jacobs seconded the motion, there was no public comment and the motion carried unanimously.

### **Old Business:**

The AFSCME Contract has been approved by both the Township and the union representatives. This will be posted on the Township website.

Mark Krumenacker, 1050 Jaine Lane was informed that the Board has just received correspondence from the landowner in question and with the zoning officer change and the Board change they did not feel it was an appropriate time to act. Mr. Jacobs stated that the Board will endeavor to have an answer as soon as possible.

### **New Business:**

A Contract renewal was received from TJ Consulting. This firm assists the Township in annual reports and with DCED. The Board will table this renewal until after discussing it with staff.

Ms. Shick asked the Board that the Planning Commission recommended at their last meeting to ask the Board to review the zoning of the RM District. The Board was not prepared to discuss it at this meeting.

Mrs. Jacobs thanked the Board for appointing new people to the committees. She feels that if people do not rotate then the committees can get stagnant.

Meeting adjourned 8:40 PM.

Respectfully Submitted,

Tammy Swavely  
Township Secretary