

**West Vincent Township
Board of Supervisors Meeting**

June 3, 2019 7:00 PM

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Joe McGrory, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

MOTION by Mr. Schneider to approve the minutes of May 20, 2019; second by Mr. Couris. There being no comments or questions on the minutes, *Motion carries unanimously.*

REPORTS:

Bills List:

MOTION by Mr. Schneider to approve the Bills List, dated June 3, 2019, in the amount of \$126,385.47; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road complimented Ms. Batdorf on the high resolution logo for West Vincent Township that was used for the Township/Park & Rec Trail Ambassador Program. That was a good idea and should be used in more places.

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

Treasurer's Report: Ms. Batdorf reviewed the report for the month ending April 30, 2019. Report acknowledged as received. Highlights of the report were, reviewing revenues vs. spending for each of the departments; Real Estate taxes are on track. As far as earned income, April is doing much better; we will continue to monitor. When backing out the Sewer Sale revenues for last year (April of last year), we are looking at 5.8% less in revenue vs. last year for right now. In the Building Department, permit applications are starting to increase. Expenses, for the month-to-date, are in line. There are many maintenance projects, i.e. road projects, as well as some other projects will be starting soon. Overall we are at a 17% change, with a little less activity this year. The year-to-date expenditures and revenue, balance sheet of various funds and budget to actual summary by each fund were reviewed.

John Eldridge, 1634 Hilltop Road stated that when you take March year-to-date and add April activity you do not get the April year-to-date; you have a loss of \$10,000. Another comment, the last page should have net income or loss for all sections. It's only for the general fund. In another comment, he noticed in the audit capital projects and capital road expenditures. If this is the way it is going to be, it should be two funds here. Also, in the capital fund, in revenue there is an in-transfer of funds; in from where, out from where? Ms. Batdorf addressed Mr. Eldridge's comments. Mr. Eldridge asked if this is income offsetting expenses. The \$10,000, from what Mr. Eldridge determined wasn't related to interest at all.

Brian Curry, 512 Blackhorse Road stated that it was mentioned that the capital fund was a staging for big sums of money. Is it possible to put that amount in Certificates of Deposits for

higher interest? Ms. Batdorf stated that rather than Certificate of Deposits, we have PLGT accounts to put the money into.

Manager's Report: Ms. Batdorf reviewed her manager's report. Report was acknowledged as received. Highlights of the report are: the Phoenixville Regional Planning Commission is looking at West Pikeland Township to be added as a sixth member of the Committee. The Comprehensive Plan would then need to be updated. Local fire companies and the Emergency Response Team will be doing tactical training at the cow palace and the old, abandoned homes on Bryn Coed. Ms. Batdorf attended the annual conference of the Association for Pennsylvania Municipal Management (APMM) on May 15, 2019. The second annual Festival in the Park will take place on Saturday, June 8th from 1 pm until 5 pm. A 5K Race will kick off the day at 8 am. The Music in the Park Series will take place starting on June 20th at 6:30 pm. The event takes place on the third Thursday of the month in June, July and August. The Ludwig's Corner Horseshow Association will be running a Country Carnival at the Horseshow Grounds on June 4th - June 8th. The French Creek Iron Tour will take place on Sunday, June 9th. The Parks and Rec Committee is seeking volunteers to help serve as Trail Ambassadors to begin clearing trails at the Bryn Coed Township Park. The Chester County Preservation Network's Town Tours and Village Walks Program will highlight Ludwig's Corner on Thursday, June 20th. Tour hours are 5:30 pm until 7:00 pm. The Township welcomes new Part Time Officer, Melanie Faddis. Melanie was sworn in on June 3, 2019. Regarding department reports, the Building and Zoning Department processed 30 permit applications in the month of May. The Public Works Department conducted regular vehicle, facility and road maintenance, including filling potholes, mowing, ditching and grading roads and preparing for the repaving of various roads in the township. The crew rolled Jaine Lane, Hilltop Road, Saw Mill Road, Davis Lane and Bertolet School Road. A pre-construction meeting was also held for the chip sealing of Township Roads. This is scheduled to begin in the next few weeks. Bids for the 2019 paving program are due on June 10, 2019 and survey work is now finished related to Buttonwood Lane Bridge and design is progressing regarding Jaine Lane improvements.

Announcements: None.

Correspondence:

Thank You Email to Sgt. Russell and Officer Fritz for Support of the Byers Station 5K - Ms. Batdorf explained the thank you email.

Presentation:

2018 Audit Presentation - Barbacane, Thornton and Company - Steve Kutsuflakis, CPA presented an overview of the 2018 Township Audit. The Township issues two types of reports; the first one being a report submitted to DCED and the second one is for the township, which includes footnotes and more of a format that you are used to seeing. The township does reporting on a cash basis of accounting. The overall objective was met and is free of material misstatements. A review of internal controls was completed and it was determined that they are working as

presented. Management is very easy to work with. The township does also work with another CPA that comes in at year end.

John Eldridge, 1634 Hilltop Road stated that one issue that jumps out to him is that the General Fund shows a loss of \$556,000, which is the biggest general fund loss in the history of the township. Would you notice this in your review of the township? Mr. Kutsuflakis stated that funds were moved from the general fund balance to capital projects fund, which is a fairly common practice with townships. Mr. Eldridge asked if the township can say they made \$72,000 profit in the general fund. A long discussion followed.

Mr. Schneider feels that as a township, we are still ahead on surpluses; Ms. Batdorf stated that the township is. Mr. Jacobs commented that Mr. Eldridge makes it sound like the township is doing a horrible job. Should adjustments be made to satisfy his requests? Ms. Batdorf stated that we have unaudited reports for a reason. Mr. Jacobs stated his biggest concern is, Mr. Eldridge is using the words \$500,000 loss, should people be worried about losses? Mr. Kutsuflakis stated there are no losses. Mr. Jacobs asked how the township is doing, as far as accounting procedures. Mr. Kutsuflakis stated the accounting procedures are Top Notch. Mr. Jacobs asked if there is anything that could be done to improve the township's position. What is the township's Bond Rating. Ms. Batdorf stated that the Bond Rating AA3.

Karl Brachowicz, 1286 Hollow Road stated that it sounds perfectly fine to him. He thinks it's good.

Subdivision/Land Development: None.

Old Business: None.

New Business:

Voter Parking Discussion - Mr. Couris discussed this issue. When he arrived at the polls at 6:30 pm there were only two or three parking spots left. He noticed cars coming in and circling and leaving. Mr. Schneider stated that the baseball team also uses the parking lot. Mr. Jacobs commented that the rocks in the front could be moved over 10 ft. and cars could park in there. We are out of parking.

Tommie Dulchinos, 1415 Hollow Road stated that when she was judge of elections she borrowed the electronic sign from the police dept. which said voters only parking.

Maria Jacobs stated that she agrees with Mr. Couris for the last six years while she was working the polls, she has asked people to move their cars. People need to be allowed to vote.

Brian Curry, 512 Blackhorse Road stated that he has gone through voter services training and it was mentioned that the landlord can set the conditions that they want.

Mr. Couris asked if there is sufficient parking over in the park itself?

Pieter Ouwerkerk, 11 Springlea Lane stated that at 6:50 pm there were three people in the building and he couldn't find a parking space. Couldn't we ban the parking of sports people in the lot?

Maria Jacobs stated that the Park & Rec Committee told the team that they couldn't use the lot on the first and third Mondays. The team had agreed to that.

Jim Bergey, 1433 Birchrun Road asked if there could be a temporary restriction on parking and have the police ticket them if they don't listen.

Mr. Couris commented that painted stalls in front of the police department would allow us to park there and could be most efficient. Mr. Jacobs stated that they need to speak to the police chief about that.

Request for Approval to Purchase Mower Head for Boom Mower - MOTION by Mr. Schneider to approve the Request to Purchase a Mower Head for the 2010 Boom Mower for \$14,707.00; second by Mr. Couris.

Ms. Batdorf explained this request. The boom mower head is in very bad shape and is a hazard. The co-stars state contract price is \$14,707.00.

Maria Jacobs asked about the arm that goes up. Is there a reasonable limit about what this can cut?

Brian Curry, 512 Blackhorse Road asked which mower this is; the older mower or newer mower.

Ms. Batdorf stated it is the newer one. What is the condition of the head on the older mower?

Mr. Roy stated it is a different type of mower.

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

French and Pickering Creeks Trust Request for 2019 Operating Contribution - MOTION by Mr. Couris to approve a \$7,500 Donation to French & Pickering Creeks Conservation Trust; second by Mr. Jacobs. *Motion carries 2-1 with Mr. Schneider voting no.*

Agricultural Security Area (ASA) Application for Christopher & Christine McGowan, 2127 Flowing Springs Road - Acknowledge Receipt - Ms. Batdorf discussed this application. This is a 13.6 acre property. They went to Chester County for a conservation easement and were referred to the township. This will be an acknowledgement of this application. This is a step-by-step process to review. The Planning Commission and the Agricultural Security Board will have to review this application also. **The Board acknowledged receipt of the application.**

Letter of Resignation, John Jacobs, Chairman, Board of Supervisors - MOTION by Mr. Schneider to accept the letter of resignation of John Jacobs, Chairman, Board of Supervisors; second by Mr. Couris.

Mr. Jacobs commented that it has been a pleasure to be here and work with staff and residents.

Jane Altmann, 276 Blackhorse Road said thank you and the meetings have been so much better.

Suzanne Roth, 1360 Schoolhouse Lane also said thank you and will be missed a lot.

Maria Holderness, 958 Jaine Lane stated she wanted to be the third person to say thanks. The audit meeting is the perfect time to say what a difference there has been in the 15 years she has been coming to the meetings. We'll miss you.

Brian Curry, 512 Blackhorse Road also wanted to add that he can get answers from the board and they are answers that are believable and not being stonewalled. Thank you for the work that you've done.

Karl Brachowitz, 1286 Hollow Road felt that Mr. Jacobs, has done a nice job and wished him good luck.

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

Resolution No. 15-2019 – Recognition of Distinguished Service of John Jacobs – MOTION by Mr. Schneider to approve Resolution No 15-2019, Recognition of Distinguished Service of John Jacobs; second by Mr. Couris.

Ms. Batdorf presented Mr. Jacobs with a plaque in addition to the Resolution.

There being no comments, *Motion carries unanimously.*

Letter of Resignation from Open Space Review Board, George Dulchinos – MOTION by Mr. Couris to accepted the letter of resignation of Mr. Dulchinos as a member of the Open Space Review Board; second by Mr. Schneider. Mr. Couris stated that Mr. Dulchinos is resigning in anticipation of being appointed to the Board of Supervisors; we should appoint him before his resignation from the Open Space Review Board. **MOTION** is rescinded by Mr. Couris.

Appointment of Board of Supervisors Member – MOTION to Appoint George Dulchinos as a member of the Board of Supervisors; second by Mr. Couris.

Karl Brachowitz, 1286 Hollow Road asked to consider not appointing Mr. Dulchinos to this temporary position and to consider someone who is not running for this office. It sends the wrong image to the residents in picking one over the other. He doesn't feel this is ethical. He feels that the criteria is political and board is setting things up. A candidate shouldn't be appointed. Mr. Couris asked Mr. McGrory if there is an ethical issue. Mr. McGrory stated no.

Jim Bergey, 1433 Birchrun Road stated that there are other people in the audience that might be interested in the position. He has the same feelings Mr. Brachowitz has; it's inappropriate and unfair to select one candidate over the other. It's the perception.

There being no other comments or questions, *motion carries unanimously.*

MOTION by Mr. Couris to accept the Resignation of George Dulchinos from the Open Space Review Board; second by Mr. Schneider.

Sara Shick, 1201 Davis Lane asked if Mr. Dulchinos is also going to resign from the Planning Commission.

George Dulchinos, 1415 Hollow Road said thank you and it is a great responsibility and an honor to follow Mr. Jacobs. You have to look at the long term impact of the township; he has seen that not done and would like to see it happen. As far as open space, he is resigning and for the planning commission, as soon as someone is located for that position, he plans on resigning from that also.

There being no other comments or questions, *motion carries unanimously*

Public Comment on Non-Agenda Items

Pam Brown, 1070 Jaine Lane thanked Ms. Batdorf for the emergency patch job on Hollow Road prior to the Iron Tour. The pot holes were so dangerous that they were afraid someone would get injured.

Brian Curry, 512 Blackhorse Road stated that he noticed going south on St. Matthews Road the tin roof on the other side away from us is a lot of rust. If the roof is not coated, painted or repaired in some way it will be a real major repair. This would be the roof on the barn. Ms. Batdorf stated that the roof is scheduled to be painted.

Suzanne Roth, 1360 Schoolhouse Lane noticed driving around that there are a lot of dead trees that have not come down of their own volition. She wanted to bring that to the Board's attention. She is asking everyone to look around for dead trees.

Maria Jacobs stated that we need volunteers for the festival this weekend.

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

Meeting adjourned at 8:10 PM

Respectfully Submitted,

Kathryn Shillenn
Township Secretary