

**West Vincent Township
Board of Supervisors Meeting**

October 7, 2019 7:00 PM

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Joseph J. McGrory, Township Solicitor; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

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

MOTION by Mr. Couris to approve the minutes of September 16, 2019; second by Mr. Dulchinos.

There being no comments or questions on the minutes, *MOTION carries with one abstention by Mr. Schneider.*

REPORTS:

Manager's Report:

Ms. Batdorf provided a number of announcements including a report that PennDOT conducted a speed study in two locations in the Township including on Rt. 100/Conestoga Road and St. Matthews Road. PennDOT is authorizing the issuance of a speed limit reduction on Conestoga Road from Chester Springs Road west to Fairview Road as well as on St. Matthews Road from Conestoga Road north to Pughtown Road to 35 mph. Signs will be posted soon. Ms. Batdorf reported that the Township will host a new intern, Maria Morressi, a sophomore majoring in GIS/Planning at West Chester University who will begin with the Township this week through December 14, 2019 to assist the Township with document management. The Sustainability Committee will be hosting their Sustainability Fair on Saturday, October 19, 2019 from 10:00 a.m. - 3:00 p.m. at the West Vincent Elementary School at 2750 Conestoga Road. The Parks and Recreation Commission will hold a Fall Festival at the West Vincent Township Park at Bryn Coed on Saturday, October 26, 2019 from 2:00 p.m. - 6:00 p.m.

The Township's codification is in Final Draft, and is anticipated to be published in December in hard copy and through an online platform which will be available on our website called "E-Code 360." Ms. Batdorf extended appreciation to the Ludwig's Corner Fire Company among many other responding companies and volunteers for their response to the fire at the Griffith Farm property which occurred on the evening of September 25, 2019. At this juncture the cause of the fire is determined as inconclusive. Ms. Batdorf reported she attended the Chester County Municipal Stormwater Summit on September 20, 2019. The theme for 2019 was "Adapting to Changing Trends in Chester County - Growth, Rainfall Patterns, and Stormwater." Jan Bowers of the Chester County Water Resources Authority and several speakers provided an overview of county wide water conditions. The County is planning to update their Integrated Water Resources Plan, Watersheds, and the County - wide Act 167 Model Ordinance. Feedback regarding the evolving water resource needs will be solicited by the County for inclusion into this plan.

Ms. Batdorf reported that she also attended the Chester County Department of Emergency Services planning session held for Township Managers on September 23, 2019. Ms. Batdorf reported that in the Building and Zoning Department, thirty-two permit applications were processed in the month of September. Construction of the Weatherstone Town Center is in its final phase with a projected completion date of mid - November. In the Finance Department, the Year to Date vs. Actual August 2019 budget reports are complete and the 2020 Budget is in development. A new Quickbooks update is in progress as well. Martin Paving and Berg Construction are substantially complete with the Township's chip seal and road paving program. Staff recently met with the Penn State Center for Dirt and Gravel Road Studies regarding Jaine Lane. A report including options for surface options and drainage improvements will be presented to the Township in the near future. Township offices will be closed on Tuesday, November 5, 2019 for Election Day. Lastly, Ms. Batdorf wanted to report that on tonight's Bills List there is a \$25,700 payment to Nancy McLane which is due in conjunction with her Transferable Development Right (TDR) Agreement with the Township in 2010. Her agreement included a two-part transaction with her first two TDRS paid in 2010, and her third due in 2013, which was not paid. This obligation was brought to our attention and we are issuing payment to meet the terms of this agreement.

Bills List:

MOTION by Mr. Couris to approve the Bills List, dated October 7, 2019, in the amount of \$354,127.19; second by Mr. Dulchinos.

John Eldridge, 1634 Hilltop Road, stated that the \$80,000.00 in contributions to the fire companies is included on this meeting's bills list. Mr. Eldridge commented that nearly \$18,000 in bills for Building Code services is listed on the Bills List without much explanation and this is quite a bit of money. Ms. Batdorf commented that the total amount includes both zoning and our building code review services, and they are two separate contracts of Cedarville Engineering and Arro Consulting, Inc. Ms. Batdorf commented that these expenses are related to the inspection services related to zoning and building inspections and office hours at the Township.

Sara Shick, 1201 Davis Lane, inquired as to the total budget of the Fall Festival. Ms. Batdorf commented that the Fall Festival programming is approximately a few thousand dollars. Proceeds from the sponsorships of the Festival in the Park exceed the expenses for that event and can be used towards this program. Ms. Shick stated that if there were additional revenues why did the money not get used on the community garden? Mr. Schneider responded that the community garden does not generate additional income as an activity. Mr. Dulchinos commented that the community garden water connection is a capital improvement.

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

Treasurer's Report: Ms. Batdorf gave an overview of the Treasurer's Report for August. Revenue is on track for this time of year in comparison to budgeted figures and staff has observed a slight increase during the past month in building permit activity. In regard to expenditures the Township is below budgeted amounts in terms of spending but anticipates these values to change as projects finalize. Ms. Batdorf reported that the Township has contracted with Diane Patton, a

Quickbooks consultant, to reformat our chart of accounts to correspond with the PA Department of Community and Economic Development (DCED) audit report and standards. These improvements will also be reflected in the 2020 Budget. Michele Hogrelius, Township Treasurer, commented that this project will help streamline the accounts and provide more efficient and informative reporting.

John Eldridge, 1634 Hilltop Road, commented that we are \$700,000 below our planned expenditures for the year. Ms. Batdorf explained that we are planning to expend funds for projects in the pipeline and the variability of when projects advance such as Fellowship Trail. Mr. Eldridge commented that when the auditors completed their statements, they included two capital funds. Ms. Hogrelius reported we do have two capital funds, and moving forward in 2020 those accounts are separate and will be budgeted as separate accounts. Mr. Eldridge commented on the interest gained as a result of the investment in PLGIT and how that compares to rates at DNB Bank. Ms. Hogrelius commented that DNB has also been very competitive with interest rates. Mr. Eldridge commented that \$80,000 in engineering expenses have been expended from the capital fund for road projects but where are the expenses for this work? Ms. Batdorf explained the Board is set to approve initial payments for related projects. Mr. Eldridge inquired where Jaime Lane improvements stand, and Ms. Batdorf responded that staff is actively working on this project.

Brian Curry, 512 Blackhorse Road, asked when the Township parking lot was projected to be completed. Ms. Batdorf stated that she is receiving updated quotes for this work. Mr. Curry inquired as to how Quickbooks is set up. Ms. Hogrelius explained that the Township funds were managed in one company file, and now each fund is going to have a complete company file. Mr. Curry commented on the bills list and mentioned that the bills are available for review if a request is made to have a better explanation of detailed engineering review and legal activity. Mr. Curry also inquired as to the results of the Bryn Coed demolition bids. The preliminary results include that nine bids were received ranging from \$680,000 to \$2,000,000. Staff will be vetting the results and provide a recommendation to the Board of Supervisors. Mr. Curry inquired as to an estimate related to the annual tax bill for the day care facility completed last year and the Weatherstone development related to the budget process. Ms. Batdorf will report back.

Announcements: None.

Correspondence: A thank you letter was received by Dr. Donald J. Rosato to the West Vincent Township Police Department for their efforts to help with the Ludwig's corner Horse Show Carriage Drive in September.

Subdivision/Land Development: Ewing Tract/Toll Brothers: Sunderland Avenue Escrow Release No. 2

MOTION by Mr. Couris to approve Escrow Release #2 in the amount of \$366,667.70 for the Sunderland Avenue Toll Brothers construction project based on Arro Consulting's October 3, 2019 recommendation letter; second by Mr. Dulchinos.

Sara Shick, 1201 Davis Lane, asked for a project update. Ms. Batdorf indicated that Toll Brothers has completed site work but has yet to install required drainage for the project, but they are

looking to pave as soon as able. There is a possibility they may have to pave next year if the weather does not cooperate in 2019.

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

Old Business:

Payment Recommendation Martin Paving - Chip Seal Project 2019 -

MOTION by Mr. Couris to approve the payment recommendation number one for Martin Paving, Inc. in the amount of \$96,406.21 for the West Vincent Township Chip Seal project, as recommended in Arro Consulting's October 2, 2019 Payment Recommendation letter; second by Mr. Dulchinos.

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

Payment Recommendation Berg Construction - Road Paving Program 2019 -

MOTION by Mr. Couris to approve payment recommendation number one for Berg Construction in the amount of \$190,991.52 for the 2019 Road Paving Program, as recommended in Arro Consulting's October 2, 2019 Payment Recommendation letter; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, asked which roads were chip sealed and paved. Ms. Batdorf will post the list of roads improved through chip seal and paving on the website. Mr. Eldridge inquired as to the source of funding for both projects. Ms. Batdorf indicated that the chip seal is being paid out of the general fund and the paving is being paid out of the capital fund.

There being no additional comments or questions, *MOTION carries unanimously.*

New Business:

West Vincent Land Trust - Conveyance of UUT Parcel 32-2-1E to West Vincent Township -

MOTION by Mr. Couris to approve the conveyance of Upper Uwchlan Township Tax Parcel 32-2-1E from West Vincent Land Trust to West Vincent Township and authorize our Solicitor to prepare a Deed of Conveyance for the subject property; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, asked where this property is and why the Trust wants to convey this property. Ms. Batdorf responded that this parcel is located on Fellowship Road next to the Fellowship Trail and it is the Township's understanding that the Trust no longer wants to hold land in fee and the Township owns property adjoining this parcel.

Sara Shick, 1201 Davis Lane, asked about the gravel trail and conservation easement on the property. Mr. Schneider indicated that French & Pickering Creeks Conservation Trust, the holder of the easement, has interpreted the conversion of the gravel trail to a paved trail is allowable at this time.

There being no additional comments or questions, *MOTION carries unanimously.*

Scantek Proposal for Scanning of Township Files -

MOTION by Mr. Couris to approve the cost proposal in the amount of \$26,134.00 as presented by Scantek, Inc. for the Township's document scanning project; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, stated that this cost is above the required code for bidding. Ms. Batdorf indicated that this is a Costars approved vendor, and the vendor is now the host of our document management system, Laserfiche. Mr. Curry asked if the previous scanning of files was implemented successfully. Ms. Batdorf stated that the management and retrieval of those files are running well. The management of the existing files and potential disposal off site storage is a large project we are working on over time.

Mr. Dulchinos commented on the pricing regarding OCR related to the documents. This price depends on the quality of the images and can be evaluated once the vendor obtains the documents.

With no additional comments or questions, *MOTION carries unanimously.*

Township Server System Replacement Proposal -

MOTION by Mr. Couris to approve the cost proposal in the amount of \$10,030.00 as presented by Apex Computer Corporation for the replacement and installation of the Township's sewer system; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, asked if we are replacing two servers and the specifications. Ms. Batdorf explained that the Township is replacing two servers and will have double the existing data capacity.

With no additional questions or comments, *MOTION carries unanimously.*

Evans Park Athletic Field Maintenance Proposal:

MOTION by Mr. Couris to approve the cost proposal in the amount of \$6,875.00 as presented by Jones Turf Management, for the maintenance contract of the Evans Park athletic fields; second by Mr. Dulchinos.

Ms. Batdorf stated that Jones Turf Maintenance was the lowest quote received.

With no questions or comments, *MOTION carries unanimously.*

Public Comment on Non - agenda items:

Harriet Stone, 1645 Birchrun Road, commented that during this year's Election on November 5th that there is an effort to coordinate parking so that there are more parking spaces at the Township building for voters. Those working the election should park in the rear Township parking lot or athletic field parking lots.

Ramray Saikam, 3033 Rainier Road, reported that he appreciates the update on Sunderland Avenue construction and for staff's assistance with the school district's implementation of a bus stop at the Creekside community. Mr. Saikam also commented that the Quickbooks system is an organized and traceable system to use for accounting.

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

Meeting adjourned at 7:55 PM

Respectfully Submitted,

Erica L. Batdorf
Township Manager