

West Vincent Township  
Board of Supervisors Reorganization Meeting

January 5, 2015      7:30 PM

Attendance: Kenneth Miller, David Brown, John Jacobs, Township Manager Jim Wendelgass, Stephen Siana, of Siana, Bellwoar and McAndrew, LLP, Township Solicitor and Township Secretary Tammy Swavely

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

Mr. Miller nominated Stephen Siana for the position of **Temporary Chairman**. Mr. Jacobs seconded the motion, there was no public comment and it carried unanimously.

Mr. Siana called to order the Township's organization meeting for 2015 at 7:33 PM.

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

Mr. Brown nominated **Kenneth Miller** for the position of Chairman of the Board of West Vincent Township Supervisors. Mr. Jacobs 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. Miller seconded the motion, there was no public comment and the motion carried unanimously.

Mr. Brown made the motion to approve the following **Appointments for the year 2015**:

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

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

Reappointment of Sara Shick and Ted Otteni to the **Planning Commission** for an additional 4-year term to expire 12/31/17.

Appointment of Ann Dyer to the **Zoning Hearing Board**, for a 5-year term to expire 12/31/19.

Reappointment of Harriet Stone and Jim Deisinger to the **Environmental Advisory Council** for an additional 3 year term to expire 12/31/17.

Reappointment of Bill Dietrich to the **Park and Recreation Commission** for an additional 5 year term to expire 12/31/19.

Mr. Jacobs seconded the motion. Kit Trolier, 16 Hunt Hill Road, asked the Board if there was any bad zoning decisions made in the last year. All the Board members answered no. Mrs. Trolier asked why she was not reappointed to the Zoning Hearing Board. Mr. Brown stated that until the Greiner settlement is complete there is a potential for an adversary relationship. Until it is consummated, it was a better decision to appoint a different person. Mr. Miller and Mr. Jacobs agreed. Mr. Miller called for a vote. Mr. Miller voted yes, Mr. Brown voted yes, Mr. Jacobs voted no, motion carried.

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

Township Solicitor –Siana, Bellwoar & McAndrew, LLP  
Special Counsel – Anne Porter  
Township Manager – James Wendelgass  
Zoning Officer – Sandra Cantrell-Edwards  
Building Code Officer – Sandra Cantrell-Edwards  
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 – Kenneth R. Yerger, Jr., P.E., and Carroll Engineering Corporation  
Traffic Engineer – Caruolo Associates, Inc.  
Roadmaster – Kenneth Miller, Jr.  
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 – Kenneth Miller  
Depositories – DNB First, PLGIT, US Bank, Penn Liberty, National Penn Bank  
Voting Delegate to State Convention – Kenneth Miller  
Elected Auditors –Jeff Lewis, Barbara Dunn, Maria Holderness  
CPA and External Auditor - Barbacane, Thornton & Company  
Vacancy Board Chairman – George Burnley  
Open Records Officer – James Wendelgass

Mr. Jacobs seconded the motion. Brian Curry, 512 Blackhorse Road stated that he does not feel that Mr. Wendelgass is fulfilling the ordinance which requires Township Managers to have an employee training program in place as well as a capital improvement program and a maintenance program. He has asked for those documents and has been told that there is nothing in writing, so he feels that Mr. Wendelgass is not doing his job. Mr. Miller stated that he disagrees with Mr. Curry. Both Mr. Brown and Mr. Jacobs also disagreed. There were no further comments and the motion carried unanimously.

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

**Northern Federation Representatives**

James Wendelgass

David Brown-Board of Supervisor Representative

**Phoenixville Regional Planning Committee Members**

David Brown-Voting Member

Kenneth Miller – Alternate Voting Member

James Wendelgass-Alternate

Sara Shick - 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, 2015

Sara Shick, 2018

Robert Kaiser, 2016

Ted Otteni, 2018

Barbara Mueller, 2015

Steve Merroth, 2016

William Dietrich, 2017

Board of Supervisor Liaison – Ken Miller

**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, 2015

Christy Martin, 2016

Janis Beale, 2015

Harriet Stone, 2017

Jim Deisinger, 2017

Suzanne Roth, 2015

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, 2015

Harriet Stone, 2015

Harry Saunders, 2015

Donna Delany, 2015

Barbara Mueller, 2015

Pam Brown, 2015

Robert Kaiser, 2015 and Planning Commission Member

Kenneth Miller, Jr., 2015 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, 2015

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):**

Sara Shick, 2015

Brad Dyer, 2016

Jim Deisinger, 2018

Steven Meyer, 2017

Bill Dietrich, 2019

Kristina Casey, 2015

Steve Merroth, 2017

Board of Supervisor Liaison – Kenneth I. Miller, Jr

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

Kenneth I. Miller Jr., 2015

Thomas Olszanowski, 2015

Wheeler Aman, 2015

Harry Emery, 2015

Raymond Nestorick, 2015

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

Ben James, 2016

Kip Archinal, 2017

Penny Fulton, 2018

Bryan Sladky, 2018

Diane Phillips, 2015

Sam Cantrell, 2015

Jim McQuillan, 2017

Mark Ohi, 2016

Cara Graver, 2017

Park and Recreation Liaison – Sara Shick

EAC Liaison – Suzanne Roth

Planning Commission Liaison – Bill Dietrich

Board of Supervisors Liaison- John Jacobs

Mr. Miller seconded the motion. Mr. Miller voted yes, Mr. Brown voted yes, Mr. Jacobs voted no, motion carried.

Mr. Brown made the motion to adopt the **2015 Meeting Date Schedule:**

Board of Supervisors

Meetings will be held on the 2nd and 4th Monday of every month at 7:30 PM (if such meeting falls on a legal holiday\*, then the meeting shall be held the following day):

January 5**, 12, 26	July 13, 27
February 9, 23	August 10, 24
March 9, 23	September 14, 28
April 13, 27	October 12, 26
May 11, 26*	November 9, 23
June 8, 22	December 14, 28

\* Holidays/ Tuesday Meeting: Memorial Day/May 25<sup>th</sup>

\*\*Reorganization Meeting

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. Jacobs seconded the motion. Mr. Jacobs asked if a few more meeting dates could be added for financial planning meetings early in the year and budget meetings later in the year. This will be decided before the next meeting and be advertised separately. The motion carried unanimously.

Mr. Brown made the motion to approve a 3% salary increase for all non-union and non-uniformed employees. Mr. Jacobs seconded the motion. Mr. Jacobs asked if there could be an employee review before the salary increase in 2016. He also would like to schedule a review of Mr. Wendelgass. The other Board members agreed. Brian Curry asked if this was a cost of living increase. Mr. Miller did not know what the Federal increase was but that the Board felt that a 3% increase was fair. There was no further comment and the motion 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. Jacobs seconded the motion which carried unanimously.

Mr. Brown made the motion that the Board of Supervisors adopt **Resolution 1-2015** 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. Jacobs seconded the motion and it carried unanimously.

Mr. Brown made the motion to adopt **Resolution 2-2015** establishing the Township Manager's Compensation at \$111,750.10 per annum. Mr. Jacobs seconded the motion. Mr. Brown asked if this was the 3% that was discussed earlier in the meeting, and he was informed it was. The motion carried unanimously.

Mr. Brown made the motion that the West Vincent Township Board of Supervisors adopt **Resolution 3-2015** as the Fee Schedule for 2015 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. Jacobs seconded the motion and it carried unanimously.

Mr. Brown made the motion that Township approve **Resolution 4-2015** in the form presented establishing the mileage reimbursement at \$.57.5 per mile following the Federal Guidelines for 2015. Mr. Jacobs seconded the motion and it carried unanimously.

Mr. Jacobs made the motion that the Township approve **Resolution 5-2015** in the form presented appointing Barbacane Thornton as the appointed auditor of Township purposes of conducting the 2014 audit. Mr. Brown seconded the motion, there was no public comment and it carried unanimously.

Mr. Jacobs made the motion to adopt **Resolution 6-2015**: The West Vincent Township Emergency Management Plan mandating that municipalities prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality according to Section 7503 of the Pennsylvania Emergency Management Services Code. Mr. Jacobs asked for a description of this resolution. Mr. Wendelgass explained that this is readopted every two years at the request of Chester County Emergency Services and is customized for West Vincent Township. There are only a few minor changes to the plan. Mr. Curry stated that he did not see it in the reorganization meeting minutes of 2013. Mr. Wendelgass stated that it was done at a subsequent meeting. Frances Ellis, 2823 Flowing Springs Road asked if the provisions have changed to have the emergency center at the Fire Company or elementary school. Mr. Wendelgass informed her that Chester County determines what place to use for shelter during emergencies and this document does not specify where shelters are. Chester County Emergency Services works with the Red Cross to determine what the areas are most affected and have the facilities to take care of the people in need. There was no further comment and the motion carried unanimously.

Mr. Brown made the motion to authorize execution of the Promulgation confirming the Adoption of **Resolution 6-2015** to be signed by the Chairman of the Board of Supervisors. Mr. Jacobs seconded the motion. There was no public comment and the motion carried unanimously.

Meeting adjourned 8:02 PM

Respectfully Submitted,

Tammy Swavely  
Township Secretary