

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
DRAFT MINUTES  
Monday, January 2, 2024 7:00 PM**

Attendance: Sara Shick, Vice Chair; Dana Alan, Member; Jacqui Guenther, Township Manager; Kathy Shillenn, Township Secretary

Ms. Shick called the meeting to order at 7:00PM

1. Ms. Shick motioned to appoint Ms. Shick as Temporary Chairperson until permanent appointment; second by Mrs. Alan. ***Motion passed unanimously.***
2. Ms. Shick motioned to appoint Kathy Shillenn as Temporary Secretary until permanent appointment; second by Mrs. Alan. ***Motion passed unanimously.***
3. Ms. Shick motioned to appoint Mrs. Alan as Chairperson; second by Mrs. Alan. ***Motion passed unanimously.***
4. Mrs. Alan motioned to appoint Ms. Shick as Vice Chairperson; second by Ms. Shick. ***Motion passed unanimously.***
5. **2024 Appointments/Reappointments\***- **MOTION** by Ms. Shick to approve the staff, committees, and boards; second by Mrs. Alan.

**Township Manager**, Jacqui Guenther\*

**Township Secretary**, Kathy Shillenn\*

**Assistant Township Secretary**, Christina Casey\*

**Treasurer**, Jacqui Guenther \*

**Township Solicitor**, David Onorato of Hdalik, Onorato & Federman, LLP

**Zoning Officer**, Tracey Franey, Cedarville Engineering\*

**Building Inspector**, Matt Spellman, Arro Engineering

**Building Code Officer**, Matt Spellman, Arro Engineering

**Consultant for Planning** – Ed Theurkauf, Theurkauf Design & Planning, LLC

**Code Office Assistant** – Jason Barron\*

**Police Administrative Assistant** – Ruth McVey\*

**Payroll Clerk** – Evolution, Inc.\*

**Tax Collectors** – Berkheimer Associates and Keystone Collections Group\*

**Tax Hearing Officers** – Berkheimer Associates and Keystone Collections Group\*

**Engineer** – Norm Ulrich, LTL Consultants, Ltd.

**Traffic Engineer** – TBD

**Public Works Manager/Road Master** – Mike Hogga\*

**Animal Control** – Glenn Deery\*

**Police Chief** – Michael Swininger\*

**Emergency Management Director** – James Gooding\*

**Emergency Management Board Liaison** – Sara Shick\*

**Depositories** – Victory Bank\*, Citadel Credit Union  
**Voting Delegate to State Convention** – Bernie Couris\*  
**CPA and External Auditor** – TBD  
**Vacancy Board Chair** – Diedra Heitzman\*  
**Open Records Officer** – Kathy Shillenn\*  
**Assistant Open Records Officer** – Christina Casey\*  
**Phoenixville Regional Planning Committee Members**

2024 Board Member – Sara Shick  
Alternate Voting Member – Dana Alan  
Planning Commission Member – TBD

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

Thomas Olszanowski, 2024\*  
Wheeler Aman, 2024\*  
Raymond Nestorick, 2024\*  
Board Liaison, ASA Chair – Sara Shick\*

***Motion carries unanimously.***

**MOTION** by Ms, Shick to adopt 2024 Committee & Board Appointments as follows; second by Mrs. Alan:

**PLANNING COMMISSION: Reappointment** of George Martin for a four-year term set to expire 12/31/2027. Appointment of Ted Otteni as Interim Chair. Sara Shick, Board Liaison. There is one (1) vacancy for this committee.

**ENVIRONMENTAL ADVISORY COUNCIL: Appointment** of Charlene Briggs & **Reappointment** of Donna Delany for three-year terms set to expire 12/31/2026; **Appointment** of Barb Make for the remaining term set to expire 12/31/2025. Appointment of Donna Delany as Interim Chair. Dana Alan, Board Liaison.

**OPEN SPACE REVIEW BOARD: Appointment** of Jim Bergy as Interim Chair. TBD – Environmental Advisory Council Member and Planning Commission Member will be chosen by their respective committees.

**PARKS & RECREATION COMMISSION: Appointment** of Beth Miller as Interim Chair. **Appointment** of Jennifer Comunale for a five-year term set to expire 12/31/2028. Bernie Couris, Board Liaison. **There is one (1) vacancy.**

**ZONING HEARING BOARD: Appointment** of Ken Miller for a five-year term set to expire on 12/31/2028. **Appointment** of Alisa Otteni for a three-year term as an Alternate with the term set to expire on 12/31/2026. **Appointment** of James Dolceamore as Interim Chair. **There is one (1) alternate vacancy.**

**SUSTAINABILITY COMMITTEE: Appointment** of Tom Kalusky as Interim Chair. Dana Alan, Board Liaison. **There are two (2) vacancies for this committee.**

**HISTORICAL COMMISSION: Appointment** of Suzanne Bender to a five-year term set to expire on 12/31/2028. Appointment of Bob Wise as Interim Chair. Sara Shick,

Board Liaison.

**HUMAN RELATIONS COMMISSION:** **Appointment** of Stephan Narewski for a five-year term set to expire on 12/31/2028. **Appointment** of Julie Foster as Interim Chair. Bernie Couris, Board Liaison. **There is one (1) vacancy.**

**LITTER LIFTERS AD HOC COMMITTEE:** **Appointment** of Traci Frederick and Patricia Richards for three-year terms set to expire on 12/31/2026. Dana Alan, Board Liaison.

**TRAFFIC SAFETY AD HOC COMMITTEE:** **Appointment** of Jane Nina and Whitney Jaeger for one-year terms set to expire on 12/31/2024. **Appointment** of Frank Costanzo, Ted Otteni and Christine McGowan for two-year terms set to expire on 12/31/2025. **Appointment** of Ken Alan and Adrienne Boyance for three-year terms set to expire on 12/31/2026. **Appointment** of Ken Alan as Interim Chair. Bernie Couris, Board Liaison.

**TRAIL PLAN IMPLEMENTATION AD HOC COMMITTEE:** The meeting is scheduled for the 4<sup>th</sup> Thursday of the month and will be open to all residents who are interested in learning more information about this committee. Sara Shick will be the Board Liaison.

***MOTION carries unanimously.***

6. **2024 Meeting Schedule** – Approved at prior meeting.
7. **Approval of Treasurers' Bond:** **MOTION** by Ms. Shick to acknowledge the Treasurers' Bond; second by Mrs. Alan. ***MOTION carries unanimously.***
8. **Approve Resolution No. 1-2024, Establishing Emergency Service Providers for West Vincent Township:** **MOTION** by Ms. Shick to approve Resolution No. 1-2024, Establishing Emergency Service Providers for West Vincent Township; second by Mrs. Alan.

***MOTION carries unanimously.***

9. **Approve Resolution No. 2-2024, Establishing the Township Managers' Compensation:** **MOTION** by Mrs. Alan to establish the Townships Managers' Compensation as \$130,000 per annum; second by Ms. Shick.

***MOTION carries unanimously.***

10. **Approve Resolution No. 3-2024, Establishing the Mileage Reimbursement at \$.67 per mile following the Federal Guidelines for 2024:** **MOTION** by Mrs. Alan to establish the mileage reimbursement at \$.67 per mile following the Federal Guidelines for 2024; second by Ms. Shick.
11. **Approve Resolution No. 4-2024, Appointment of Chris Herr, Maillie Accountants & Advisors:** **MOTION** by Mrs. Alan to approve Resolution No. 4-2024, appoint Chris Herr, Maillie Accountants & Advisors, Certified Public Accountants to replace the elected auditors in accordance Section 91707 of the Second-Class Township Code; no second.

George Dulchinos asked if this is a change from last year. Barbacane will work on 2022 but not 2023. Is there a reason? Ms. Shick suggests to not appoint a second CPA firm until the Board has looked at the alternatives. Ms. Guenther did go to several accounting firms. One could not complete due to limited manpower, one did not respond. Maille came highly recommended by several other township managers who have used them for years. A short discussion followed. Ms. Shick would like to meet Chris Herr before appointing Maille. Mr. Onorato stated that the Second-Class Township Code you must appoint an auditor. Mrs. Alan recommends appointing Maille Accountants & Advisors.

Jamie McVicker stated that he has worked with Maille Accountants, and they were very good and very professional. They can be appointed but not have the contract signed now. Mr. Onorato stated that he has worked with Maille for many; many years. Mr. McVicker suggested appointing Maille with the caveat that the Board will put out to bid and advertise publicly.

Barry DiLibero stated that Barbacane has been a train wreck for many years. Mrs. Alan stated that we need to move forward.

Mrs. Alan modifies the **MOTION** to approve Chris Herr, Maille Accountants and Advisors as the paid auditor to replace the elected auditors for 2024 subject to receipt of request for proposals of other accounting firms after review and approval at a subsequent meeting; second by Ms. Shick. ***MOTION carries unanimously.***

**Approve Resolution No. 5-2024 – West Vincent Fee Schedule with Modifications –** **MOTION** by Ms. Shick to approve Resolution No. 5-2024, West Vincent Fee Schedule with exception of the Garden Fees to what they were originally; second by Mrs. Alan.

Mrs. Alan feels that the Park and Recreation Commission should review the fees for the Community Garden since they meet tomorrow evening.

Julie Braendel asked where the fee schedule is on the website, also how does the township make sure that the township is not losing money.

Barry DiLibero is surprised that the water expenses exceeded what they were supposed to be. The Community Garden was a boodogle from the beginning. He hopes the township can get it under control.

***MOTION carries unanimously.***

**Approve Resolution No. 6-2024 – Citadel Credit Union Credit Card Application:** **MOTION** by Ms. Shick to authorize the Citadel Credit Union Credit Card Application; second by Mrs. Alan.

Ms. Guenther stated that this credit card will be for township use for office supplies, PSATS Group Trust, etc. It is replacing the former credit card that was canceled. Ms. Shick said this application is authorized for general purpose use in the payment of bills for the township. Ms. Guenther stated that the township is working on getting the ability to take credit card payments.

Jamie McVicker asked what the process is for approving credit card bills. Ms. Guenther explained the process.

**Public Comment:**

Ms. Shick asked if the residents are getting their needs satisfied in these meetings.

Julie Braendel posted the tree collection at Opalanie Park on West Vincent Voices and someone asked where Opalanie Park is.

Ms. Shick motioned to **adjourn** the meeting at 8:05PM. It was seconded by Mrs. Alan.

Respectfully Submitted,

Kathy Shillenn  
Township Secretary

