

**West Vincent Township
Board of Supervisors
Reorganization Meeting
Webinar (Zoom)**

January 3, 2022 7:00 PM

Attendance: Bernie Couris, Member, Sara Shick, Member, Dana Alan, Member, John Granger, Township Manager (Virtual), Kathy Shillenn, Township Secretary, Michele Hogrelius, Township Treasurer (Virtual)

Mr. Granger called the Reorganization Meeting to order at 7:00 p.m.

Mr. Granger announced that for anyone with questions during this webinar, the Board will answer at their January 18, 2022 Board Meeting. The Board will appoint an Interim Chair to each of the Committees that will allow each Committee to organize and select a permanent chair. There will be a workshop meeting on February 7, 2022 to discuss the township trail plan.

The Board of Supervisor's held an Executive Session on December 28, 2021 at 1:00PM to discuss personnel matters.

Appoint a Temporary Chairperson

Ms. Shick nominated Mr. Couris as Temporary Chair; second by Ms. Alan.

MOTION carries unanimously.

Ms. Shick nominated Kathy Shillenn as Temporary Secretary until a permanent appointment is made; second by Mr. Couris. *MOTION carries unanimously.*

Ms. Shick nominated Mr. Couris as Chair; second by Ms. Alan.

MOTION carries 2-0-1 with Mr. Couris abstaining.

Mr. Couris called for nominations for Vice Chair; Ms. Alan nominated Ms. Shick as Vice Chair.

MOTION carries 2-0-1 with Ms. Shick abstaining.

MOTION by Ms. Shick to adopt the 2022 Appointments as follows with a second by Mr. Couris.

Reappointment of Kathy Shillenn as Township Secretary.

Reappointment of Michele Hogrelius as Township Treasurer.

Reappointment of John A. Granger as Township Manager.

Township Solicitor – Mark Thompson, Lamb Mcerlane, PC

Zoning Officer – LTL Consultants, Ltd.
Building Code Officer – LTL Consultants, Ltd.
Building Inspector – LTL Consultants, Ltd.
Code Office Assistant – Jason Barron
Police Secretary – Ruth McVey
Payroll Clerk – Evolution, Inc.
Tax Collectors – Berkheimer Associates and Keystone Collections Group
Tax Hearing Officers – Berkheimer Associates and Keystone Collections Group
Engineer – LTL Consultants, Ltd.
Traffic Engineer – Caruolo Associates, Inc.
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, S&T Bank, PLGIT, Computershare
Voting Delegate to State Convention – Bernie Couris
CPA and External Auditor – Barbacane, Thornton & Company
Vacancy Board Chairman – Diedre Heitzman
Open Records Officer – Kathy Shillenn

Northern Federation Representatives – Manager, John Granger; Board of Supervisor Representative, Sara Shick; Planning Commission Representative, George Martin

Phoenixville Regional Planning Committee Members – Sara Shick, Voting Member; John Granger, Alternate Voting Member; Art Miller, Jr., Planning Commission Member

Agriculture Security Board, 1-year terms to expires 12/31/2022 – Kenneth I. Miller, Jr., Thomas Olszanowski, Wheeler Aman, Raymond Nestorick, Sara Shick, Board Liaison

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

MOTION by Ms. Shick to appoint the 2022 Committee & Board Appointments with a second from Ms. Alan as follows:

2022 Committee and Board Appointments

Appointment of Barb Mueller to the Planning Commission for a four-year term to expire 12/31/2025. Appoint Ted Otteni as Interim Chair.
Appointment of Jane Hagy and Ken Plummer to the Environmental Advisory Council for a three-year term to expire 12/31/2024. Appoint Vicki Laubach as Interim Chair.
Appointment of Nick Rotoli to the Open Space Review Board for a five-year term to expire on 12/31/2026. Appoint Jim Bergey as Interim Chair.
Re-appointment of Keith Eldridge to the Zoning Hearing Board for a five-year term to expire on 12/31/2026. Appoint Ken Frame as Interim Chair.
Appointment of Davey Waters to the Park and Recreation Commission for a five-year term to expire on 12/31/2026. Appointment of Wilson Moyer as Interim Chair.

Appointment of John Barnett & Andrew Kreider to the Sustainability Committee both to a three-year term to expire on 12/31/2024. Appoint Kirk Reinbold as Interim Chair.

Re-Appointment of Robert Wise to the Historical Commission to a five-year term to expire on 12/31/2026. Appoint Robert Wise as Interim Chair.

Re-Appointment of Julie Foster to the Human Relations Commission to a five-year term to expire on 12/31/2026. Appoint Luis Cantarero as Interim Chair.

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

2022 Meeting Date Schedule – MOTION by Ms. Shick to approve and adopt the 2022 Regular Township Meeting Schedule; second by Mr. Couris.

January 3**, 18*

February 22*

March 21

April 18

May 16

June 20

July 18

August 15

September 19

October 17

November 21

December 19

*Holidays/Tuesday Meeting

**Reorganization Meeting at 7:00PM

Environmental Advisory Council: 1st Thursday of the month at 7:00PM

Open Space Advisory Board: 4th Tuesday of the month at 7:00PM

Park and Recreation Commission: 1st Wednesday of the month at 7:00PM

Planning Commission Meeting: 3rd Thursday of the Month at 7:00PM and Workshop the 2nd Thursday of the Month at 7:00PM

Sustainability Committee: 3rd Wednesday of the month at 7:00PM and Workshop the 2nd Wednesday of the month at 7:00PM

Historic Commission: 2nd Tuesday of the month at 7:00PM

Human Relations Commission: 4th Monday of the month at 7:00PM, as needed.

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

Approve Treasurers Bond: MOTION by Ms. Shick to approve and set the amount of the Treasurer's Bond in the amount of \$2,000,000; second by Ms. Alan.

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

Adopt Resolution No. 1-2022, Establishing Emergency Service Providers: MOTION by Ms. Shick to adopt Resolution No. 1-2022, Establishing Emergency Service Providers for West Vincent Township; second by Ms. Alan.

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

Adopt Resolution No 2-2022, Setting Township Manager's Compensation: MOTION by Mr. Couris to adopt Resolution No. 2-2022 establishing the Township Manager's Compensation at \$153,000 per annum; second by Ms. Alan.

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

Adopt Resolution No. 3-2022, Setting the 2022 Rate of Mileage Reimbursement: MOTION by Ms. Shick to adopt Resolution No. 3-2022 in the form presented establishing the mileage reimbursement at \$.58.5 per mile following the Federal Guidelines for 2022; second by Ms. Alan.

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

Adopt Resolution No. 4-2022, Appointment of Certified Public Accountants: MOTION by Ms. Shick to approve Resolution No. 4-2022 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; second by Ms. Alan.

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

Adopt Resolution No. 5-2022, 2022 West Vincent Township Fee Schedule: MOTION by Ms. Alan to adopt Resolution No. 5-2022, Adopting the West Vincent Township Fee Schedule for 2022 in the form submitted to the West Vincent Township Board of Supervisors 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, Storm Water Ordinance Management Fees and Electrical Fee Schedule attached totaling 13 pages; second by Ms. Shick.

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

Public Comment on Non-Agenda Items:

Mr. Granger thanked the Board for his reappointment.

There being no further discussion, the **MOTION** to adjourn was brought forward by Ms. Shick; second by Ms. Alan. *Motion carries unanimously.*

Meeting adjourned at 7:22 PM

Respectfully Submitted,

Kathy Shillenn
Township Secretary