

West Vincent Township
Meeting Minutes (DRAFT)
Board of Supervisors
August 21, 2023 7:00 PM

Attendance: Bernie Couris, Chair, Sara Shick, Vice-Chair, Dana Alan, Member, Mark Thompson, Solicitor, Jacqui Guenther, Township Manager, Kathy Shillenn, Township Secretary

Mr. Couris called the meeting to order at 7:00 pm

Mr. Couris announced that there were Executive Sessions held on July 28, 2023 for Personnel and Finance; August 11, 2023 for Finance

Minutes: MOTION by Ms. Shick to approve the minutes of July 17, 2023 as corrected; second by Mrs. Alan.

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

Announcements:

Mr. Couris announced that Chief Swininger has been appointed as Second Vice President of the Chester County Emergency Response Commission.

Mr. Couris announced that the Township has received a grant of \$128,000 through Chester County for the Jaine Lane Road Project.

Mrs. Alan announced that there will be a Movie in the Park, featuring Luca on August 25th, a Swap Meet/Yard Sale and October 14th will be the Fall Fest at Opanie Park.

Ms. Shick announced that the workshop that was scheduled for the first Monday in August has been rescheduled to the first Tuesday of September.

Police Report: Cpl. Kane read the police report; report acknowledged as received.

Treasurer's Report: Ms. Guenther read the Treasurer's Report which listed all the fund balances.

Expenditures Report: MOTION by Ms. Shick to approve the Expenditures Report for all Township Funds in the amount of \$712, 538.81; second by Mrs. Alan.

John Eldridge, 1634 Hilltop Road asked what the balance of funds equate to. Ms. Guenther answered a few questions regarding the fund balance. Ms. Guenther also stated that she reconciles the bank statements every month for every fund in Quickbooks. Mr. Eldridge also questioned the Open Space Fund, to which Ms. Guenther responded.

George Dulchinos, 1415 Hollow Road asked if Ms. Guenther could find a way to export the Bills List to Excel. Ms. Guenther stated that she does not give out the actual Excel sheets as she does not want anyone changing numbers. Ms. Guenther stated that she could export the Excel sheets as read only.

Ms. Guenther addressed a statement that was made last month that the township was losing \$40,000 a month in interest. Ms. Guenther made a comparison from last year at this time at the end of July to this year at the end of July. In fact, no interest was lost. Mr. Vitiello from Victory Bank, who is in attendance, was concerned when he heard that this statement was made. When people make statements like that the statements are not always factual. Ms. Guenther stated that there was no loss of interest at all, in fact, there was a gain.

Bill Vitiello, Victory Bank discussed the interest that is made with the accounts at Victory Bank. Mr. Eldridge asked Mr. Vitiello what the rates are that the bank pays. Mr. Vitiello stated that in the checking account the rate is 5% and the Money Markets are paying 5.3%. Mr. Eldridge stated that in looking at Jacqui's records, the interest rates vary. Mr. Eldridge stated that his comments from last month were from the facts that Jacqui reported.

MOTION was made by Ms. Shick to approve the Expenditures List for all Township Funds in the amount of \$712,538.81; second by Mrs. Alan.

There being no further comments or questions, *motion carries 2-1 with Mr. Couris abstaining.*

Discussion of Ordinance No. 206, Amending the Duties and Responsibilities of the Historical Commission: Ms. Shick stated that the discussion of Ordinance No. 206 – Amending Duties and Responsibilities of the Historical Commission will be tabled since the Historical Commission is not ready to discuss.

Bob Wise, Historical Commission Member thought this was tabled as well. He believes the concern is about the Historical Commission responsibilities. Mr. Wise noted that it will be discussed at the next Historical Commission in September.

Mr. Brachwicz, West Vincent Township asked how this Ordinance discussion ended up on the agenda. Mrs. Shillenn stated that it was a mistake. Mr. Brachwicz stated that this ordinance is not enforceable or defensible. He feels this was done in a rush.

Manager's Report: Ms. Guenther's Manager Report shared the items in New Business that the township is working on.

Old Business:

Consideration of Approval of Flint Road Traffic Study in the amount of \$1,850.00: **MOTION** by Mrs. Alan to approve the Flint Road Traffic Study, to be completed by Albert Frederico, Frederico Consulting, in the amount of \$1,850; second by Ms. Shick.

Karl Brachwicz asked why the township is hiring someone when we could use the police department, manager, or staff to put up a speed counter. Ms. Guenther stated that a speed study was completed. This will be a traffic study. This will be for a reduction of speed from 30mph to 25mph.

Ellen Scott, Flint Road asked when the traffic study will take place. Ms. Guenther stated that she will need to get in touch with Mr. Frederico since the motion was approved tonight. Ms. Scott

asked if the traffic study will be made public. Ms. Guenther stated that the traffic study information will be made public.

Ms. Scott stated that the real speedy traffic is the cut through traffic.

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

Consideration of Approval of Conditional Use Opinion and Order - 2400 Flint Road - Tangsipshiong – MOTION by Ms. Shick to approve the Conditional Use Opinion and Order for 2400 Flint Road – Tangsipshiong; second by Mrs. Alan.

Karl Brachwicz asked if he could have a synopsis of this Conditional Use. Ms. Shick stated that it is a stormwater basin in a steep slope area.

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

New Business:

Discussion of Ordinance No. 206 – Amending the Duties and Responsibilities of the Historical Commission – Discussion tabled.

Consideration of a Professional Services Agreement from Arrow Consulting, Inc. for Permit Close-Outs in the Amount of \$2,560.00: MOTION by Ms. Shick to approve a Professional Services Agreement from Arro Consulting, Inc. for Permit Close-Outs in the amount of \$2,560; second by Mrs. Alan.

Ms. Shick stated that she read the proposal in the packet and could not find the amount of \$2,560. Ms. Guenther stated that it is in the packet, the numbers are written out.

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

Consideration of Approval for Replacement of Discharge Pipe and Two Drainage Pipes for the Stormwater Basin at 1 Rachel Drive: MOTION by Mrs. Alan to approve the replacement of the Discharge Pipe and two Drainage Pipes for the Stormwater Basin at 1 Rachel Drive; second by Ms. Shick.

Ms. Shick asked what happened to this discharge pipe and drainage pipe. Ms. Guenther stated that the Roadmaster reported to her that the pipe under the road is very old, corroded metal and the road has slowly started to sink; that goes out to two other pipes that discharge to the basin on Lot 1 on that property and those pipes are failing. They must replace the pipe under the road and put the two discharge pipes into the basin. The cost would be about \$15,000. This must be done before the road starts to completely sink in.

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

Consideration of the name “Glacier Run” for an unnamed 0.75-mile-long tributary of Beaver Run in Chester County. The stream heads in West Vincent Township and flows into South Coventry Township: MOTION by Ms. Shick to reject the name Glacier Run; second by Mr. Couris.

Isabelle Travaglini, West Vincent Township spoke on the history of the creek.

Mrs. Alan asked if by declining this name, does that keep the township from giving it a name. Ms. Shick has two students working on the stream naming project right now.

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

Approval of Committee Appointments: MOTION by Mrs. Alan to approve the Committee Appointments – Kirk Reinbold (2024), Sustainability Committee, Drew Wallace (2025), Environmental Advisory Commission, Chris Carroll (2024) and Eric Munson (2025), Human Relations Commission, Beth Intoccia (2025), Cary Eagen (2025), Dorothy Lynn (2025), Rosalina Cravini (2024), James Scaperotto (2024), Elisabetta Polosca Sheehan (2023), Ken Alan (2023), Litter Lifters and Alyssa Otteni (2025) Zoning Hearing Board, Alternate; second by Mrs. Alan.

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

Public Comment on Non-Agenda Items:

James Lyle, 1064 St. Matthews Road commented that he built a home over a year ago and the township required a letter of credit at that time. The township is now saying that there are outstanding bills due. The builder gave receipts for the bills showing they were taken care of. It has been an ongoing battle to get this moved along. Ms. Guenther stated that Mr. Lyle just gave her bills the other day and she needs to check each one since some are paid and some are not. As soon as that is cleared up the letter of credit will be released.

George Dulchinos, 1415 Hollow Road commented that in 2022 most of the treasurers were not bonded. Since it was argued whether there was fraud or not, at least there was identity theft that happened. Mr. Dulchinos asked what the extent of the risk was. Do we mitigate the risk that possibly someone did something untoward with the social security numbers. Mr. Thompson stated that he felt that there was never any allegation that social security numbers were leaked, and that the treasurer was let go from the township.

Mrs. Alan stated that moving forward, the township will make sure that the employees are fully bonded.

Mike Fox, Buttonwood Lane stated that Buttonwood Bridge has been under construction for at least five years; the last time was about a year ago when the bridge caved in. When will construction be completed? Ms. Shick felt that she was pretty sure the township was waiting for some EPA and FEMA funding. Ms. Guenther stated that the FEMA Grants were just finalized. Ms. Shick stated that if Mr. Fox comes to the meeting next month, we will have answers for him.

Barry DiLibero, 1012 Pottstown Pike commented that he must have missed something when Mr. Dulchinos was talking; it seems that the Board of Supervisors has done nothing to protect the staff's social security numbers. Ms. Guenther stated that the only persons that have access to this information right now is Ms. Guenther and Mrs. Shillenn. Ms. Guenther cannot answer regarding the former treasurers as she was not with the township at that time.

Tom Helwig, 934 Pottstown Pike stated that some time ago he asked about data on the police reports; he wants data on what the police are responding to. Ms. Guenther stated that Mr. Helwig will need to contact Ruth McVey, the police administrative assistant, to get that information. Mr. Helwig also asked why the township was paving all Flowing Springs Road. Ms. Guenther explained that when repaving a road when a portion is only paved it will compromise the integrity of the road. An overlay is done to save the integrity of the road; if not the portions the road will start to crack and alligator where the old meets the new. Stormwater is also being done on Flowing Springs Road. Mr. Helwig would like to see the reasoning for wanting to pave all of Flowing Springs Road.

Mr. Helwig would like to see the reasons why the township paid \$25,000 for the audit and there is no data. He would like to see who was responsible for that. Mr. Helwig continued to discuss what he felt was mismanagement of the township. Mrs. Alan, in response to the comment of concern for protecting employees, the township hired Marcum to protect the township.

Cindy Clark, 2601 Flowing Springs Road stated that she is happy that the township is paving Flowing Springs Road. She enjoys living in this township.

Jeff Goldberg, 340 Sundance Drive asked for the status of the proposed police station. Mr. Couris stated that the township was approached by the Fire Company about some land that is right next to the fire company. The police department is looking at the architect's renderings now.

Karl Brachwicz, Hollow Road asked for an update on the cell tower. Ms. Guenther stated that the township is still negotiating the cell tower. Mr. Brachwicz asked why the township would put a cell tower structure next to the barn or anywhere on the campus. Ms. Guenther stated that it has been moved, it's not next to the barn. These plans are tentative. Mr. Brachwicz stated that it was put out in an email for committee members asking for input for the cell tower near the barn.

Julia Braendel, 2472 Flowing Springs Road asked if the township is still allowing residents to charge their electric vehicles for free. Ms. Guenther stated that the township is working on getting the credit card part working on the charger. Does the township know approximately how much the township is paying? Ms. Guenther stated that there is no way to track that.

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

The meeting adjourned at 8:15 PM.

Respectfully Submitted,
Kathryn Shillenn
Township Secretary

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