

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING AGENDA  
Tuesday, January 2, 2024 7:00 PM**

**Call the Meeting to Order**

1. Appoint Temporary Chairperson until permanent appointment
2. Appoint Temporary Secretary until permanent appointment
3. Election of Chairperson
4. Election of Vice Chairperson
5. 2024 Appointments (\* reappointments):
  - Township Manager** – Jacqui Guenther\*
  - Municipal Secretary** - Kathy Shillenn\*
  - Municipal Assistant Secretary** - Christina Casey\*
  - Township Treasurer** – Jacqui Guenther\*
  - Township Solicitor** –Dave Onorato\* of Hadlick, Onorato & Federman, LLP
  - Zoning Officer** – Tracey Franey\* of Cedarville Engineering
  - Building Code Officer** – Matt Spellman\* of Arro Engineering
  - Building Inspector** – Matt Spellman\* of 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\*
  - Engineer** – Norm Ulrich of LTL Consultants, Ltd.\*
  - Traffic Engineer** – Al Frederico
  - 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** – Chris Herr, Maillie Accountants & Advisors
  - Vacancy Board Chair** – Diedra Heitzman\*
  - Open Records Officer** – Kathy Shillenn\*
  - Assistant Open Records Officer** – Christina Casey\*
  - Phoenixville Regional Planning Committee Members**
    - Planning Commission Member – TBD
    - Alternate Voting Member – Dana Alan
    - 2024 Board Member – Sara Shick\*

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

Thomas Olszanowski, 2024\*  
Wheeler Aman, 2024\*  
Raymond Nestorick, 2024\*  
Board Liaison, ASA Chair – Sara Shick\*  
One (1) Vacancy

**Adopt 2024 Committee & Board Appointments as follows:**

**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 term set to expire 12/31/2026; **Appointment** of Barb Mako 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 Bergey as Interim Chair. **TBD - Environmental Advisory Commission 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. There is no Board Liaison.

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

**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.

6. 2024 Meeting Schedule
7. Approval of Treasurer's Bond
8. Resolution No. 1-2024 – Establishing Emergency Service Providers for West Vincent Township.
9. Resolution No. 2-2024 – Establishing the Township Manager's Compensation.
10. Resolution No. 3-2024 – Establishing the mileage reimbursement at \$.67 per mile following the Federal Guidelines for 2024.
11. Resolution No. 4-2024 – Appointment of Chris Herr, Maillie Accountants & Advisors
12. Resolution No. 5-2024– 2024 West Vincent Fee Schedule
13. Resolution No. 6-2024 – Citadel Credit Union Credit Card Application

**Public Comment**

**Adjourn**