

**West Vincent Township
Meeting Minutes
Board of Supervisors
September 16, 2024 7:00 PM**

Attendance: Dana Alan, Chair; Sara Shick, Vice Chair; Bernie Couris, Member; Dave Onorato, Township Solicitor; Jim Wendelgass, Interim Manager, Kathryn Shillenn, Township Secretary

Mrs. Alan called the meeting to order.

Police Report:

Sgt. Russell read the report. Report on file and will be posted on the Police website.

Announcements:

Mrs. Alan noted that there was an Executive Session prior to this meeting to discuss personnel, and on September 5, 2024 to discuss real estate.

Mrs. Alan also announced that the 2022 Audit has been completed and will be posted later on the website under Finance. The preliminary budget for 2025 was posted and is very rough. A workshop on this budget will happen on October 7, 2024.

Mr. Wendelgass announced there was an issue with QuickBooks starting on Wednesday, September 11, 2024, causing the users to be locked out of our account. This resulted in no Bills List for approval tonight. Mrs. Alan noted that checks needing to go out will be ratified at the next meeting.

Minutes:

MOTION by Mrs. Alan to approve the Minutes of August 19, 2024; second by Mr. Couris.
There being no comments or questions, Motion carries unanimously.

Public Hearing - Ordinance No. 209 - Conduct of Special Events; Establishing Application and Permit Standards, Fees, and Procedures; Providing for Administration and Enforcement Including Penalties; and Other Matters Pertaining Thereto.

Julia Braendel speaking on behalf of the Horse Show wanted to make sure that the event ordinance doesn't stop them from doing business the way they have been doing business since they are an event space. Ms. Braendel noted that Ed Bacon had previously asked to remove the word "sponsor" from the ordinance which is listed on multiple pages. There was a continued discussion on the use of the word throughout the document and where "applicant" may be more appropriate as well as determining who "agent" refers to.

Ms. Braendel wanted to know how to determine which Horse Show events would fall under a general permit. There was a continued discussion on this topic.

Ms. Braendel also brought up "normal event hours" on page 8. Mr. Onorato clarified that these hours can change if advanced approval is obtained. Ms. Shick suggested to make a motion to change the Sunday start time to 10am instead of 1pm.

Ms. Braendel next referenced page 5, item 12, and asked where the Horse Show should display the items like permits and licenses mentioned in this section. Mr. Onorato said a billboard was not necessary but the items just need to be readily available and the agent can locate them when asked.

Ms. Braendel asked if the Horse Show could have one evacuation plan referenced on page 7, section 7, A, number 10, that applies to all event. Mr. Onorato was concerned about events that differed from each other and may need a different plan. Someone referenced the country concert. A discussion continued.

George Dulchinos referenced page 3 “where people are likely to attend” and noted it seems like a random sentence fragment. A discussion continued.

Mr. Dulchinos next started a discussion on the section called “Insurance” on pages 8 and 9.

Mr. Dulchinos referenced the section entitled “Fees” on page 11 and wanted to know the range for the fees. Mr. Onorato said that whatever fees are in place now are the fees that will remain in place until new fees are adopted. A discussion continued including fees for tents.

Mr. Dulchinos brought up waivers being granted on page 11. There were 2 items listed as A & B, and item C was “for any other reason deemed appropriate by the Board”. A discussion continued.

Ms. Alan wanted to revisit the discussion on the Sunday start time. She was considering keeping it at 1pm. A discussion continued.

Hearing was closed by Mr. Onorato.

Adopt Ordinance No. 209 - Conduct of Special Events; Establishing Application and Permit Standards, Fees, and Procedures; Providing for Administration and Enforcement Including Penalties; and Other Matters Pertaining Thereto

Mr. Onorato suggested the following changes be incorporated into the document based on comments from this evening before adoption:

- Section 4 change the word “Sponsor” to “Applicant”
- Change Sunday start time from 1pm to 10am
- Section 10, paragraph D2 change the word “Sponsors” to “Applicants”

MOTION by Mr. Couris to approve with these changes Ordinance No. 209 - Conduct of Special Events; Establishing Application and Permit Standards, Fees, and Procedures; Providing for Administration and Enforcement Including Penalties; and Other Matters Pertaining Thereto.

Ms. Shick wanted to make sure that all changes were included. Ms. Braendel noted that she would like to see items included in the application that were not discussed during the hearing such as identifying events with people staying on the grounds overnight. Mr. Onorato agreed that these items will be worked on by the Township when creating the application. Mr. Dulchinos also discussed scenarios for the Hunt Club with the Board, Mr. Onorato, and Ms. Braendel.

Second by Ms. Shick. *There being no comments or questions, Motion carries unanimously.*

Presentation: None

Treasurer's Report: Mr. Wendelgass read the Treasurers Report as of August 30, 2024. Report on file. **MOTION** by Mr. Couris to approve the Treasurers Report as read. *Motion carries unanimously.*

Jamie McVickar noted that the comparison through previous year was only through July 2023. Mr. Wendlegass said it was not done through August due to lack of time. Mr. McVickar asked about the \$2mm in Payroll. Mr. Wendelgass said money is transferred into General Fund to supply payroll. Mr. McVicker also asked if it is possible to spend the almost \$4.7mm in our Open Space Fund. The Board and Mr. Wendelgass said it is. Plus we will be paying principal on the open bonds come December and this does not reflect those payments later in the year. Mr. McVickar also noted formatting issues on the report which were tied back to the QuickBooks issue mentioned earlier. Mr. McVickar also clarified that the "2023 Actual" figure on the budget was indeed the actual number for that year.

Mr. Dulchinos got confirmation that there is a search on for a treasurer and looked for a status update. He remarked that the expanded formatting on the Bills List including the memo field. Mr. Wendelgass understands the issue and will try to get the full memo line to print. A discussion on QuickBooks followed. Mr. Wendelgass said that there was not enough time to get a Bills List together for this meeting.

Expenditures/Bills List: None

Manager's Report: Mr. Wendelgass said a lot of effort was spent last week on financial matters, namely the draft budget and QuickBooks

OLD BUSINESS: None

NEW BUSINESS:

Acknowledge Receipt of Conditional Use Application for 1414 Birchrun Road, LLC - Minor Subdivision, Lot Line Change - **MOTION** by Ms. Shick acknowledge receipt of Conditional Use application for 1414 Birchrun Road, LLC; second by Mr. Couris.

A member of the audience asked what this application is about. Ms. Shick said it is a lot line change on the Aldridge property between two of the existing parcels.

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

Approval of 2025 Uniformed MMO in the Amount of \$110,651 - **MOTION** by Mr. Couris to approve the 2025 Uniformed MMO in the amount of \$110,651; second by Ms. Shick. *There being no further comments or questions, Motion carries unanimously.*

Approve Bid of OZ Property Builders for 2025 Snow Removal in the Amount of \$48,375 - MOTION by Mr. Couris to approve the bid of OZ Property Builders in the amount of \$48,375; second by Ms. Shick. *There being no further comments or questions, Motion carries unanimously.*

Approve Bid of D&L Fleck for Equipment Rentals in the Amount of \$126,900 - MOTION by Mr. Couris to approve the bid of D&L Fleck for Equipment Rentals in the amount of \$126,900; second by Ms. Shick.

An audience member asked which equipment is included in this bid. Mr. Wendelgass said it is a whole laundry list of equipment with rates attached to it. The \$126,900 is a rental rate and not a set bill.

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

Approval to Advertise Bid for Construction at Opalanie Park - MOTION by Ms. Shick to Approve advertisement of Bid for Construction at Opalanie Park; second by Mr. Couris.

An audience member asked what is being built. Mr. Wendelgass listed: trails; pads for picnic tables and benches; gazebo; outdoor classroom; tot lot.

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

Approval to Re-Advertise Bid for the Construction of Fellowship Trail - MOTION by Ms. Shick to Re-Advertise Bid for the Construction of Fellowship Trail; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Approval to Advertise for Road Materials - MOTION by Mr. Couris to Advertise for Road Materials; second by Ms. Shick. *There being no further comments or questions, Motion carries unanimously.*

Public Comment on Agenda and Non-Agenda Items - None

The meeting adjourned after 1:15 duration.

Respectfully Submitted from audio recording,
Christina Casey
Township Secretary