

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

**Attendance:** Dana Alan, Chair; Bernie Couris, Member; Jim Wendelgass, Township Manager; David Onorato, Township Solicitor; Christina Casey, Township Assistant Secretary; **Missing:** Sara Shick, Vice Chair.

Mrs. Alan called the meeting to order at 7:02 pm.

Mrs. Alan announced the following executive sessions: Wednesday, October 2, 2024, for personnel and litigation; Monday, October 7, 2024, for personnel.

**OLD BUSINESS: None**

**NEW BUSINESS:**

**ITEM ADDED TO AGENDA - MOTION** by Mrs. Alan to approve the payment to PMRS in the amount of \$140,637 for 2024 MMO; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

**ITEM ADDED TO AGENDA - MOTION** by Mrs. Alan to approve the payment for the 401A in the amount of \$48,123.52; second by Mr. Couris.

Mr. Wendelgass explained that the Township receives pension assistance annually from the state and this needs to be done within 30 days of receipt which is why it is being requested at this time.

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

**Expenditures/Bills List:** **MOTION** by Mrs. Alan to approve the Expenditure/Bills List and to ratify expenditures prior to September 16, 2024, and subsequent to August 15, 2024; second by Mr. Couris.

George Dulchinos asked if there were fund totals to share. He confirmed that the Bills List were only items paid from the General Fund and that there was no total provided for the Bills List. Mr. Dulchinos asked if these items will be available for the next meeting, and Mrs. Alan was unsure since Mr. Wendelgass will not be at the next meeting.

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

**Approval of Proposal from Keystone Municipal Solutions for the Township Manager & Treasurer Searches** – Mrs. Alan said the previously approved executive search firm had no time to complete our searches. **MOTION** by Mrs. Alan to approve the proposal of Keystone Municipal Solutions for the Township Manager and Treasurer searches; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

**Appoint Christina Casey as Acting Township Secretary** – MOTION by Mrs. Alan to appoint Christina Casey as Acting Township Secretary; second by Mr. Couris. *There being no comments or questions, Motion carries unanimously.*

Mrs. Alan explained that Kathy Shillenn retired as of October 4, 2024.

**CONDITIONAL USE HEARING:**

**1406 Hollow Road, Butterscotch Café, Birchrunville, PA 19421**

Mr. Onorato opened the continued Conditional Use Hearing on a Conditional Use Application for 1406 Hollow Road, Rutharit and Francis Pascal. The initial hearing was on August 19, 2024. There is a Court Reporter available tonight who is recording the proceedings. The hearing left off where the applicant had testified, and George Martin, applicant’s counsel, will next be conducting his cross examination.

Mr. Onorato announced that Ms. Shick is not here and asked the applicants how they felt about proceeding without her present but instead having her use the court reporter’s transcription to make a decision. Mr. Martin had no objections to proceeding. Kim Venzi, Mr. Sladek’s counsel, objected and requested the full weight of having all three supervisors present. A discussion continued with a break for an executive session.

Due to the objection raised by counsel for Mr. Sladek, the Board decided to continue the hearing to Monday, November 18, 2024. Mr. Martin acknowledged the number of people who were attending this meeting on behalf of the café, and he requested that those individuals be allowed to speak tonight. Mr. Onorato said that if Mr. Sladek’s counsel needed to question anyone, Ms. Shick was not present to witness the response. **The hearing was then closed.**

Mr. Onorato addressed some miscommunications that he has heard about why the proceeding was taking place. Butterscotch Café, the applicant, filed for conditional use for expanding the business and asked for outdoor music and use of the building to allow baking on the premises. It is Butterscotch’s application, and the township is obligated to provide them with this hearing so that the applicant can present their testimony and anyone who is opposed to it can present any contrary testimony. A rumor was heard that the Township is trying to shut down the applicant. This is not about shutting down the Butterscotch Café. It is their request to have this hearing to present testimony so that they can expand their business.

There was discussion about a different date, but as of now, the hearing is continued to November 18, 2024.

**CONTINUATION OF NEW BUSINESS:**

**Presentation of Proposed Township Budget**

Mr. Wendelgass explained that township budgets are required by the state to be adopted by the Board before the end of the year. The Board will need to authorize the advertisement of the budget during their November meeting and adopt the budget at the December meeting. The 2024 draft budget contains four columns: 2023 Actual; 2024 Budget; 8 Months Actual 2024; 2025 Proposed Budget. Mr. Wendelgass then walked through the line items in his budget.

Mr. Dulchinos asked questions regarding the Open Space account and Police headcount for 2025.

Karl Brachwitz discussed the recent paving and the subsequent tar & chip process and corresponding expenses. He noted that Township also gives money to outside groups such as French & Pick and Green Valley and so on, for their unrestricted General Funds. Mr. Brachwitz said that if the Township is contemplating an increase in taxes for 2025 that perhaps the Township should get rid of some of these types of expenses for a few years, namely contributions to outside groups. He suggested getting rid of luxuries like Community Day for \$10,000. The committee budgets can be reduced. Memberships to committees and groups by our committee members are also not imperative. Trim all that fat out first. Mrs. Alan said that Mr. Brachwitz is the only person who spoke of raising taxes, but Mr. Brachwitz said Mr. Wendelgass twice said raising taxes was considered. Mr. Wendelgass said his proposed budget did not include any increase in property taxes. The earlier increase mentioned by Mr. Wendlegass pertained to residents who are earning more income and thus contributing more through income taxes. Mr. Brachwitz said his suggestion is still a very good mantra to trim the other expenses.

**Presentation by Uwchlan Ambulance Corps**

Kathi Cozzone gave a presentation looking for \$107,000 donation from West Vincent Township for new ambulances, equipment and upgrades to their building for the rest of 2024 and 2025.

**Public Comment:**

Mr. Dulchinos asked about the possibility of getting treasurer-assistance. Mr. Wendlegass said we are working with the agency to also find accounting firms that could assist in the short-term as well as long-term.

Ken Alan is the chair of the Traffic Safety Committee (“TSC”) and wanted to clarify that in response to Community Day being a luxury, in 2023 the revenues raised offset a large portion of the expenses the community building for this event can’t have a price tag on that. Mr. Alan noted that Mr. Couris is the liaison for the TSC and he has done a great job in this role. The committee has cultivated a good relationship with PennDOT which is seen in the patching on Saint Matthews. PennDOT repaving in 2025 is a credit to Mr. Couris’ connections with PennDOT.

Mrs. Alan spoke about the timeline for the 2025 budget.

The meeting adjourned at 8:36 PM.

Respectfully Submitted,  
Christina Casey  
Township Assistant Secretary