

**West Vincent Township  
Board of Supervisors Meeting**

**January 7, 2019 7:00 PM**

Attendance: Chairman, John Jacobs, Vice Chairman, Mike Schneider, Bernie Couris, Member, Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager, Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

Mr. Schneider nominated Rob Sebia as Temporary Chairman and Secretary; second by Mr. Couris. *Motion carries unanimously.*

Mr. Sebia opened the floor for nominations of Chairman. Mr. Schneider nominated Mr. Jacobs as Chairman; second by Mr. Couris. There were no other nominations. *Motion carries unanimously.*

Mr. Couris nominated Mr. Schneider as Vice-Chairman; second by Mr. Jacobs. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt the 2019 Appointments as follows:

Reappointment of Kathy Shillenn as Township Secretary.

Reappointment of Michele Hogrelius as Township Treasurer.

Appointment of Julie Foster to the Planning Commission for a 4-year term to expire 12/31/22; appointment of Joseph Casey to the Planning Commission for a 1-year term to expire 12/31/19 and reappointment of Ted Otteni to a 4-year term to expire on 12/31/22.

Appointment of Barb Mueller and Carys Levin to the Environmental Advisory Council, both for a 3-year term to expire 12/31/21; reappointment of Suzanne Roth for a 3-year term to expire 12/31/21.

Appointment of Barb Van Horn to the Open Space Review Board for a 2-year term, fulfilling the unexpired term of Katie Weidner, to expire on 12/31/20; appointment of an Environmental Advisory Committee Member and Planning Commission Member to be announced at a later date.

Reappointment of Marilyn Hemstreet to the Zoning Hearing Board for a 5-year term to expire on 12/31/23.

Appointment of Suzanne Nastase to the Park and Recreation Commission for a 5-year term to expire on 12/31/23.

Reappointment of David Weber and Yvonne Evans Brownlee to the Sustainability Committee both for a 4-year term to expire on 12/31/22.

Appointment to the Historic Commission of Jim Helm to a 1-year term to expire on 12/31/19, Kate Farnham to a 2-year term to expire on 12/31/20, Robert Wise to a 3-year term to expire on 12/31/21, Peter Benton to a 4-year term to expire on 12/31/22, and Thomaseth Dulchinos to a 5-year term to expire on 12/31/23.

Second by Mr. Couris. Mr. Jacobs asked if there were any comments or questions.

**Harriet Stone, 1645 BirchRun Road** asked when the appointments will be posted on the website.

There were no further questions. *Motion carries unanimously.*

**MOTION** by Mr. Couris to appoint the following:

Township Solicitor - Hamburg, Rubin, Mullin, Maxwell & Lupin, PC  
Township Manager - Erica Batdorf  
Zoning Officer - Tracey Franey of Cedarville Engineering Group  
Building Code Officer - Frank Newhams of Arro Consulting  
Building Inspector - Richard Raichle  
Treasurer - Michele Hogrelius  
Township Secretary - Kathy Shillenn  
Code Office Assistant - Jason Barron  
Assistant Secretary - Ruth McVey  
Payroll Clerk - Evolution Payroll  
Tax Collectors - Berkheimer Associates and Keystone Collections Group  
Tax Hearing Officers - Berkheimer Associates and Keystone Collections Group  
Engineer - Bryan D. Kulakowsky, P.E. - Arro Consulting  
Road Foreman - Mark Hughes  
Part-Time Park Maintenance - David Gottier  
Animal Control - Glenn Deery  
Police Chief - Michael Swininger  
Emergency Management Director - James Gooding  
Emergency Management Board Liaison - Mike Schneider  
Depositories - DNG First, PLGIT, U.S. Bank  
Voting Delegate to State Convention - Michael Schneider  
Elected Auditors - John Eldridge, Maria Holderness, Jane Altmann  
CPA and External Auditor - Barbacane, Thornton & Company  
Vacancy Board Chairman - Frances Ellis  
Open Records Officer - Erica Batdorf

Northern Federation Representatives - Manager, Erica Batdorf; Board of Supervisor Representative Bernie Couris

Phoenixville Regional Planning Committee Members – John Jacobs, Voting Member; Michael Schneider, Alternate Voting Member; Manager, Erica Batdorf; Planning Commission Member George Dulchinos

Agriculture Security Board, 1-year terms to expires 12/31/19 – Kenneth I. Miller, Jr., Thomas Olszanowski, Wheeler Aman, Harry Emery, Raymond Nestorick

Second by Mr. Schneider. Mr. Jacobs asked for any comments; seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to approve and adopt the **2019 Township Meeting Date Schedule** as follows:

**Board of Supervisors**

January 7**, 21	July 1, 15
February 4, 19*	August 5, 19
March 4, 18	September 3*, 16
April 1, 15	October 7, 21
May 6, 20	November 4, 18
June 3, 17	December 2, 16

\* Holidays/Tuesday Meeting

\*\* Reorganization Meeting

**Environmental Advisory Council** – 1<sup>st</sup> Wednesday of the month at 5:30 PM; January’s meeting will be the 2<sup>nd</sup> Wednesday of the month at 5:30 PM

**Open Space Review Board** – 4<sup>th</sup> Tuesday of the Month at 7:00 PM

**Park and Recreation Commission** – 1<sup>st</sup> Wednesday of the Month at 7:30 PM; there will be no January meeting; first meeting will be February 6, 2019 at 7:30 PM

**Planning Commission Regular Meeting** – 3<sup>rd</sup> Thursday of the Month at 7:30 PM and Workshop the 2<sup>nd</sup> Thursday of the Month at 7:30 PM

**Sustainability Committee** – 3<sup>rd</sup> Tuesday of the Month at 7:30 PM and Workshop the 2<sup>nd</sup> Tuesday of the Month at 7:30 PM

**Historic Commission** – 2<sup>nd</sup> Monday of the Month at 7:00 PM; first meeting will be Monday, January 14, 2019 at 7:00 PM

**Sara Shick, 1201 Davis Lane** stated that the Chester County Planning Commission would like to invite the Chair of the Historic Commission to the meeting; if meeting date is not voted on, they will not be able to attend.

**Maria Jacobs, 2351 Beaver Hill Road** respectfully asked the Board to not have Committee Meetings at 5:00 and 5:30; it really makes it difficult for working residents to attend.

**Brian Curry, 512 Blackhorse Road** stated that advertising all the meetings is a big bill but advertising changing one meeting will be a smaller bill.

**Maria Jacobs, 2351 Beaver Hill Road** stated that if the Board approves a meeting at 5:30 it doesn’t give committee any purpose for changing the time; the Board’s responsibility is to residents of

the township not the committee members. Could you perhaps say that meetings must start after 7:00 PM?

**Sara Shick, 1201 Davis Lane** stated that you are talking about changing times of committee meetings before contacting the members of the committees.

**Kate Farnham, 988 Saint Matthews Road** stated that as a newly appointed member of the Historic Commission, the Board should avoid stacking the HC and HRC meetings at the same time.

**Brian Curry, 512 Blackhorse Road** observed that the Open Space Meeting seems to be the lightest attended meeting; it may be because people are working.

**Jane Helm, 2563 Veronica Drive** suggested not putting two meetings at the same time.

**Sara Shick, 1201 Davis Lane** stated that listing the two meetings, Historic Commission and Historic Resources Committee at the same time would make it difficult for members of the HC to attend the HRC.

**Maria Jacobs, 2351 Beaver Hill Road** stated that if the board is approving a time that doesn't work, why approve it for the year when the committee has been resistant to moving the time.

**MOTION** by Mr. Schneider to approve the Historic Commission meeting on the 2<sup>nd</sup> Monday of the Month at 7:00PM; second by Mr. Jacobs. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve and set the amount of the Treasurer's Bond in the amount of \$2,000,000; second by Mr. Schneider.

**John Eldridge, 1634 Hilltop Road** questioned whether the bond should be equal to what treasurer has access to.

No additional comments. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 1-2019 establishing Emergency Service Providers for West Vincent Township; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Couris to adopt Resolution No. 2-2019 establishing the Township Manager's Compensation at \$112,320.00 per annum; second by Mr. Schneider. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 3-2019 in the form presented establishing the mileage reimbursement at \$.58 per mile following the Federal Guidelines for 2019; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve Resolution No. 4-2019 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. ss 10917; second by Mr. Schneider. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to adopt Resolution No. 5-2019, Adopting the West Vincent Township Fee Schedule for 2019 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 with an Electrical Fee Schedule attached totaling 7 pages; second by Mr. Couris. Mr. Jacobs asked Ms. Batdorf if there were any substantial fee schedule changes. Ms. Batdorf stated that the schedule for Arro, as well as, Cedarville for Zoning and the Solicitor's fees have been updated. Mr. Jacobs asked for any comments from the audience, seeing none.

*Motion carries unanimously.*

**MOTION** by Mr. Couris to adopt Resolution No. 6-2019 to reappoint Marilyn Hemstreet to the Zoning Hearing Board for a 5-year term to expire 12/31/23; second by Mr. Schneider. Mr. Jacobs asked for any comments from the audience, seeing none. *Motion carries unanimously.*

**MOTION** by Mr. Schneider to approve the minutes of December 17, 2018; second by Mr. Couris. *Motion carries unanimously.*

**MOTION** by Mr. Couris to approve the Bills List in the amount of \$180,339.31; second by Mr. Schneider. The Board answered a few questions from the audience. *Motion carries unanimously.*

Announcements: None.

Correspondence: None.

Presentation: None.

Subdivision/Land Development:

Sixteen Yrs. LLC Subdivision Extension Request – **MOTION** by Mr. Schneider to approve the extension request of Sixteen Yrs. LLC; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

1024 Pottstown Pike Land Development Extension Request – **MOTION** by Mr. Schneider to approve the extension request of 1024 Pottstown Pike Land Development; second by Mr. Couris. Mr. Jacobs asked for comments from the audience, seeing none. *Motion carries unanimously.*

Maxwell Subdivision Extension Request – **MOTION** by Mr. Schneider to approve the extension request of the Maxwell Subdivision; second by Mr. Couris. Mr. Jacobs asked for any comments from the audience, seeing none. *Motion carries unanimously.*

New Business:

Acknowledge Receipt of 1009 Jaine Lane Reverse Subdivision – Lot Line Change – Receipt of the 1009 Jaine Lane Reverse Subdivision acknowledged by Board.

**French Creek Arch Culvert Replacement – Payment Recommendation No. 2** – MOTION by Mr. Couris to approve Payment Recommendation No. 2 to Veteran Construction and Utility Services for the French Creek Arch Culvert Replacement in the amount of \$84,078.12; second by Mr. Schneider. Ms. Batdorf stated that this Thursday there is a meeting for the final punch list and the following day the culvert will be open. *Motion carries unanimously.*

**Township Manager Severance Agreement** – Mr. Schneider stated that this agreement is the same as last year except that it is now for two years. Mr. Jacobs stated that this was done on the advice of our solicitor to be in sync with the election process.

Sara Shick, 1201 Davis Lane asked two years for what and what do you mean in sync with the election process?

MOTION by Mr. Schneider to approve the Township Manager’s severance agreement; second by Mr. Couris. Mr. Jacobs as for any other comments, seeing none. *Motion carries unanimously.*

**Public Comment on Non-Agenda Items:**

John Eldridge, 1634 Hilltop Road stated that the November financials were not posted until January. He sent Erica a list of issues and people should pay attention to them. They are late. The current month added to the prior y-t-d should equal the current y-t-d and it often doesn’t.

George Dulchinos, 1415 Hollow Road stated that in April there was an Open Space Meeting with the Supervisors and talked about putting a list together of all the preserved properties in the township and so far there’s only a map. He would like a list of the properties.

Maria Jacobs, 2351 Beaver Hill Road has a question on John’s question. Couldn’t we back up the Treasurer’s Report until the first meeting of the following month? It would be better to have the Treasurer’s Report a month in arrears. Also at the last meeting there was a question about the signs for the Fall Festival. \$600.00 was spent on food, decorations and prizes, etc. and \$280.00 on signs which are reusable. Also, did we really have a discussion on the committee’s times for meetings?

Ms. Batdorf asked if her direction is to ensure that no meeting starts before 7:00 PM.

Sara Shick, 1201 Davis Lane stated that this was discussed with the Open Space Committee in 2018 and 5:00 PM fit the committee.

Pieter Ouwerkerk, 11 Springlea Lane stated that the Bryn Coed trails are open; when are the township trails expected to be open?

Sara Shick, 1201 Davis Lane asked the status of the codification and the status of the Road Master hiring.

Brian Curry, 512 Blackhorse Road has seen steady improvement in the treasurer’s report; he’s pleased in the direction that it’s going.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 9:05 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**January 21, 2019 7:00 PM**

Attendance: Chairman, John Jacobs, Vice Chairman, Mike Schneider, Joe McGrory, Township Solicitor, Erica Batdorf, Township Manager, Kathryn Shillenn, Township Secretary; Member Bernie Couris absent

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of January 7, 2019; second by Mr. Jacobs.

Brian Curry, 512 Blackhorse Road noted a couple mistakes on the minutes; since Dave Weber has been on the Sustainability Committee, the minutes should read re-appointed not appointed. Also, the Open Space Advisory Committee should read Open Space Review Board.

Sara Shick, 1201 Davis Lane noted that Barb Van Horn was appointed to fulfill the unexpired term of Katie Weidner to 12/31/20.

**MOTION** by Mr. Schneider to approve the minutes of January 7, 2019, as corrected; second by Mr. Jacobs. There were no other comments on the minutes. *Motion carries unanimously.*

**REPORTS:**

**Police Report:** Chief Swininger read the report.

John Eldridge, 1634 Hilltop Road stated that there was an incident at the intersection Jaine Lane and Birch Run Road; whose responsibility is it to report this? Are there procedures to follow to notify PennDOT?

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated January 21, 2019, in the amount of \$94,562.15; second by Mr. Jacobs. *Motion carries unanimously.*

**Announcements:** Ms. Batdorf noted that the Sustainability Committee will be holding a Seed Swap Event from 9 AM to 1 PM here at the Township Building.

**Correspondence:** Mr. Jacobs noted that there was a Thank You letter from the Girl Scouts sent to Officer Nick Rubino.

**Presentation:** None.

**Subdivision/Land Development:**

**Resolution No. 7-2019 – Conditional Preliminary/Final Land Development Plan Approval – 1024 Pottstown Pike** – **MOTION** by Mr. Schneider to approve Resolution No. 7-2019, Conditional Preliminary/Final Land Development Plan Approval; second by Mr. Jacobs. Ms.

Batdorf discussed this Resolution. This is just under 1000 sq. ft. of renovations. There are conditions as a result of the Planning Commission Review. Mr. McGrory summarized the conditions. There being no questions; *Motion carries unanimously.*

**Resolution No. 8-2019, VGK-1 Subdivision – Acceptance of Deeds of Dedication of Rights of Way on Shady Lane and Hilltop Road – MOTION** by Mr. Schneider to approve Resolution No. 8-2019, VGK-1 Subdivision, Acceptance of Deeds of Dedication of Rights of Way on Shady Lane and Hilltop Road; second by Mr. Jacobs. Ms. Batdorf discussed the Deeds of Dedication.

Brian Curry, 512 Blackhorse Road asked if the right of ways being are increased from 33 ft. to a wider width.

There being no other questions or comments; the *Motion carries unanimously.*

**Old Business:**

**Appoint George Dulchinos, Planning Commission Member to the Open Space Review Board** – MOTION by Mr. Schneider to appoint George Dulchinos, Planning Commission Member to the Open Space Review Board with the term set to expire 12/31/21; second by Mr. Jacobs.

Brian Curry, 521 Blackhorse Road asked if it is the Open Space Advisory Board or Open Space Review Board.

Ms. Batdorf stated that the term will be to 2021 since the Ordinance was revised.

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

**Appoint Barb Van Horn to the Open Space Review Board for a term set to expire on 12/31/20 – MOTION** by Mr. Jacobs to appoint Barb Van Horn to the Open Space Review Board for a term set to expire on 12/31/20; second by Mr. Schneider. There being no comments or questions, *Motion carries unanimously.*

**New Business:**

**PUBLIC HEARING – 18 Yrs. LLC** – Public Hearing for Expenditure of Open Space Funds in the amount of \$55,000 to fund a Conservation Easement to be located at 1905 Beaver Hill Road, Tax Parcel #'s 25-4-114.1 & 25-4-113.1 – Mr. McGrory opened the Public Hearing. Pam Brown, gave an overview of the Conservation Easement.

John Eldridge, 1634 Hilltop Road stated that when he read this earlier, it looked like the township acquired the conservation easement, but that's not the case, correct?

There being no other comments or questions, the Public Hearing closed and regular meeting reconvened.

**Resolution No. 9-2019, Authorizing the Board of Supervisors of West Vincent Township to Confirm and Ratify the Selection and Acquisition of a Conservation Easement on a Parcel of Land by 18 Yrs. LLC and Authorizing the Chairman of the Board of Supervisors, Township Manager and Township Solicitor to Execute and File all Necessary Applications and Documentation Required to Acquire the Conservation Easement** – MOTION by Mr. Schneider to approve Resolution No. 9-2019, Authorizing the Board of Supervisors of West Vincent Township to Confirm and Ratify the Selection and Acquisition of a Conservation Easement on a Parcel of Land by 18 Yrs. LLC and Authorizing the Chairman of the Board of Supervisors,



Township Manager and Township Solicitor to Execute and File all Necessary Applications and Documentation Required to Acquire the Conservation Easements; second by Mr. Jacobs. There being no comments or questions, *Motion carries unanimously.*

**Discussion of the MS4 Program** – Ms. Batdorf discussed the MS4 Program. The Township filed for a Waiver and received comments back from DEP. There are two conditions the township is required to implement; one is a Pet Waste Ordinance and the second is an On Lot Septic Management Ordinance. Both must be adopted by 2022. If the township continues with the waiver, by 2022 the township must have the ordinances drafted and to DEP.

**George Dulchinos, 1415 Hollow Road** asked to elaborate on the Pet Waste Ordinance and On Lot Septic Management Ordinance.

**Sara Shick, 1201 Davis Lane** is pleased that the waiver is still available to the township. Complying with the program is really big. Both of those ordinances are not related to the MS4 Program. Are there specifics which you can tell us of what oversight there will be for on lot septic? Mr. Kulakowsky described how other townships handle the septic ordinance.

**Public Comment on Non-Agenda Items:**

Mr. Jacobs discussed the issue that was brought to the boards' attention the past two years regarding the board meeting on Martin Luther King's Day which is a national holiday. Mr. Jacobs feels that the board should move the meeting from Monday to Tuesday. Since Mr. Couris is away, the Board will have that discussion at an upcoming board meeting.

**Maria Jacobs, 2351 Beaver Hill Road** stated that in looking at the township website it looks like the EAC meeting is still at an unreasonable hour. Is that going to be worked on? Ms. Batdorf stated that the EAC has the starting time listed on their agenda for February to discuss and come up with a time that will work for all of them.

**John Eldridge, 1634 Hilltop Road** stated that for the record, the accounting is much better than it has ever been.

**Sara Shick, 1201 Davis Lane,** stated that in anticipation of looking at meetings for the upcoming year, could you look at not scheduling two meetings in one night.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Jacobs. *Motion carries unanimously.*

Meeting adjourned at 7:31 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**February 4, 2019 7:00 PM**

Attendance: Chairman, John Jacobs, Vice Chairman, Mike Schneider, Member Bernie Couris, Erica Batdorf, Township Manager, Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

Chairman Jacobs announced an Executive Session at 6:30 p.m. to discuss litigation.

**MOTION** by Mr. Schneider to approve the minutes of January 21, 2019; second by Mr. Jacobs. There being no comments or questions on the minutes, *Motion carries 2-0-1 with Mr. Couris abstaining.*

**REPORTS:**

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated February 4, 2019, in the amount of \$115,276.86; second by Mr. Couris. There being no questions or comments, *Motion carries unanimously.*

**Treasurer's Report:** Ms. Batdorf reviewed and discussed the report.

Sara Shick, 1201 Davis Lane commented that the Planning and Zoning fees have risen and it was said that this was due to the Regional Planning. Ms. Batdorf stated that Zoning and Legal fees have risen but that Planning was in line with Budget figures.

Maria Jacobs, 2351 Beaver Hill Road commented on the transfer taxes being higher and asking if it was due to one property being sold or more homes being sold in the township.

John Eldridge, 1634 Hilltop Road stated that Ms. Batdorf's review of the Treasurer's Report was very good and thorough. One point that wasn't brought up was the net income of the sewer plant.

**Manager's Report:** Ms. Batdorf reviewed her report. Some items of note were: the Chester County Planning Commission adopted the Landscapes 3. The Phoenixville Regional Comprehensive Plan is in complete draft form and ready for public review and comment. The Public Workshop No. 3 will take place on Wednesday, February 27<sup>th</sup> at 7:00 p.m. at Phoenixville Borough Hall, 351 Bridge Street in Phoenixville. The Sustainability Committee recently partnered with the Chester County Agricultural Board to sponsor a Seed Swap Event here at the township building which was very well attended. The Citadel Country Music Fest will be coming back to the township this summer. Chief Swinger and she met with the concert promoters on January 31<sup>st</sup> to begin preparations. They will also be meeting with the township HOA's to see how the township can better meet their needs. The French Creek Arch Culvert has been completed and surveying is underway on Kimberton Road, the north section of Schoolhouse Lane and Buttonwood Bridge.

Announcements: None

Correspondence: None

Presentation: None

Subdivision/Land Development: None

Old Business:

French Creek Culvert Arch Replacement Payment No. 3 – Final – MOTION by Mr. Schneider to approve Payment No. 3 to Veteran Construction and Utility Services for work completed through January 11, 2019 in the amount of \$50,092.70; second by Mr. Couris. Mr. Jacobs noted that the engineer pointed out that the amount of asphalt was lower by 9 tons. This was due to the contractor damaging more of the road with their equipment; the contractor did cover the cost of this.

Brian Curry, 512 Blackhorse Road asked what the final bill was for the French Creek Culvert Replacement. How long did it take to do the work?

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

New Business:

Uwchlan Ambulance Request for Financial Assistance in the Amount of \$5,000 for Vehicle Replacement - MOTION by Mr. Couris to approve Uwchlan Ambulance's Request for Financial Assistance in the amount of \$5,000; second by Mr. Schneider.

Ms. Batdorf discussed this. This is a request from the Chief of Operations, John Applegate, for their capital campaign for this year. They are looking for an ambulance procurement, the cost of which is about \$220,000. They have asked West Vincent Township for \$5,000 based on the call volume of 5.3%. Mr. Jacobs commented that this is a very worthy cause, but that West Vincent Township may be paying more than their fair share.

Sara Shick, 1206 Davis Lane commented that Mr. Schneider stated that West Vincent Township is paying more than our fair share, how is that calculated?

Brian Curry, 506 Blackhorse Road asked if it is possible that West Vincent Township staff contact staff from townships that are not contributing and give them a nudge. Also, is the current ambulance worn out or do they need a new updated ambulance?

With no additional comments or questions, *Motion carries unanimously.*

Appoint Jim Goeke to the Sustainability Committee with the term set to expire 12/31/21 – MOTION by Mr. Schneider to appoint Jim Goeke to the Sustainability Committee with the three-year term set to expire on 12/31/21; second by Mr. Couris. With no questions or comments, *Motion carries unanimously.*

Public Comment on Non-Agenda Items:

John Eldridge, 1634 Hilltop Road asked if the transfer taxes from the Bryn Coed sale could stay with the Bryn Coed properties.

Sara Shick, 1201 Davis Lane stated that there was another idea of not paying for the demolition out of the Open Space Funds. Also, since Landscapes 3 has been passed what should we do to make sure that we are in line with that.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:34 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**February 19, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Rob Sebia, Township Solicitor; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

Chairman Jacobs announced an Executive Session was held on 2/11/19 at 3:00 p.m. regarding Personnel and an Executive Session was held on 2/19/19 6:00 p.m. regarding Real Estate.

**MOTION** by Mr. Schneider to approve the minutes of February 4, 2019; second by Mr. Couris.

Brian Curry, 512 Black Horse Road asked what the topics of the executive sessions were. Mr. Jacobs stated on 2/11/19 it was Road Master and 2/19/19 was Bryn Coed.

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

**REPORTS:**

**Police Report:** Chief Swinger gave the report. Chief Swinger changed the report to give better review of the monthly activities. The report is available online or you can see the Chief to get a copy. Mr. Couris asked about the Service Activity.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated February 19, 2019, in the amount of \$132,197.99; second by Mr. Couris.

Art Ewell, 972 Fellowship Road questioned why batteries were purchased from Plasterer's Equipment for \$872.00 when they could be purchased from NAPA usually for a cheaper price.

Brian Curry, 512 Blackhorse Road followed up on the battery issue. He did ask the question about following up with different people and was told yes. This is for the grader which is not used a lot and the battery is sitting there discharging, and does not use a battery charger. He feels that equipment that is not used every day should be put on a battery charger. Also, Mr. Curry asked about the fuel oil at the Griffiths house. Are there plans for the use of this house?

Chris Carroll, 1565 Hollow Road stated that it is very quick and easy to winterize a property.

Davey Waters, Malehorn Road asked why we are putting money into First American Trust NA for the Fire Company.

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

**Announcements:** None

**Correspondence:** None

**Presentation:** Chris Carroll presented and read a statement regarding an Anti-Discrimination Ordinance.

Mr. Couris stated that his wife and he fell under the marriage issue when they were adopting a young boy. He suggests that the Board take a further look at this and consider moving forward with an ordinance. Mr. Jacobs stated that he agrees with what was said but doesn't feel that this is a municipal issue; the state and federal government have a system set up to handle this type of issue. Mr. Jacobs stated that there are probably about 1800 municipalities in PA and only 44 have adopted this. Even at the county level, there is no legal mechanism to mediate these things.

Sara Shick, 1201 Davis Lane asked if there is any feedback from Phoenixville since it's been a year and a half since they enacted this; it's possible that having an ordinance in place could reduce the number of conflicts before they arise. Mr. Jacobs stated that the Board will think about it and have Ms. Batdorf add it to the agenda for the next meeting.

**Subdivision/Land Development:** None

**Old Business:**

**New Business:**

**Township Building Mold Remediation Quote Review** – MOTION by Mr. Schneider to approve Ecotech to complete the mold remediation for the Township Offices, Chief's Office and the Road Crew Office in the amount of \$7,055.00; second by Mr. Couris.

Ms. Batdorf explained this remediation. An air quality analysis was completed and showed mold issue in the basement, along with slightly elevated readings in the manager's and chief's office and the road crew office.

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

**Open Space Review Board Appointment – Barb Mueller, EAC Representative** – MOTION by Mr. Schneider to appoint Barb Mueller as the EAC Representative to the Open Space Review Board to fulfill a 3-year term set to expire on 12/31/21; second by Mr. Couris.

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

**Public Comment on Non-Agenda Items:** None.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:27 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**March 4, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

Chairman Jacobs announced an Executive Session was held on 3/4/19 at 6:30 p.m. regarding a Police Matter.

**MOTION** by Mr. Schneider to approve the minutes of February 19, 2019; second by Mr. Couris.

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

**REPORTS:**

**Manager's Report:** Ms. Batdorf gave her report. In February there was an update of the Phoenixville Regional Comprehensive Plan. Chief Swinger and she met with the Township's HOA's recently to better interact and meet their needs. It is a difficult time right now for potholes; call the township, if you see any, so that we can get the potholes on the list to be fixed and if it's a state road, call 1.800.FIX.ROAD. The Elected Auditor's Meeting will be held on Tuesday, March 5<sup>th</sup> at 5:00 PM and the Environmental Advisory Committee will now be meeting at 7:00 PM on the first Thursday of the month. There was a pre-construction meeting for the WaWa; the construction will be starting within the next two to three weeks, weather dependent. In the Finance Dept., the year-to-date actual January 2019 Budget and Treasurer's Report were completed and the 2018 Audit is nearing completion. For Public Works, general maintenance of township road and vehicles, weather events and coordination of the implementation of the Road Program for projects to go out to bid have been worked on and Road Master, Reggie Roy, will be starting on 3/11/19.

Mr. Jacobs commented that when Beaver Hill Road is plowed, within days the potholes keep coming back.

Sara Shick, 1201 Davis Lane commented that she thought the township staff received CPR training. Also, since Mr. Jacobs mentioned a roller did we not facilitate getting a roller?

Brian Curry, 512 Blackhorse Road commented that the Auditor's Meeting is supposed to be the beginning of January; it's now March. What happened?

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated March 4, 2019, in the amount of \$115,940.95; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road stated that he sent in a list of questions to Ms. Batdorf and he appreciates the responses. Regarding the question about the new alternators for trucks two and three; the response was that we received a new alternator and a spare. We got them from Trap

Generator Service. Is there some reason why we are stocking a spare rather than Trap Generator? Also, Greiner – 23 tons of dirt for haul and disposal for \$3,300. The response he received was that there was a conflict with the previous hauler. What was the conflict?

Pieter Ouwerkerk, 11 Springlea Lane asked why we have a spare alternator for the truck. Does the road crew do their own mechanical work?

There being no additional comments or questions on the bills list, *Motion carries unanimously.*

Treasurer's Report – Ms. Batdorf reviewed the Treasurer's Report. As a note on Open Space for Bryn Coed, the plans for demolition will be going out to bid soon.

John Eldridge, 1634 Hilltop Road commented that in the General Fund, the net loss is \$240,000 and the budget for the month was \$9,000. We lost \$230,000 more than budgeted in one month. Mr. Eldridge also noted some smaller details such as engineering being 100% over budget and legal about 20% over budget. Ms. Batdorf stated that regarding engineering, some of that cost was for the French Creek Culvert Repair; it will go up again with road projects this year.

Brian Curry, 512 Blackhorse Road commented on last year's discussion about the number of bank accounts. Are the interest earnings doing better since accounts have been moved around?

Announcements: None

Correspondence: None

Presentation:

Subdivision/Land Development: None

Old Business:

New Business:

Approval of Resolution No. 10 – Municipal Endorsement of Landscapes 3 – MOTION by Mr. Schneider to approve Resolution No. 10 – Municipal Endorsement of Landscapes 3; second by Mr. Couris.

Ms. Batdorf explained why the County is looking for the Township's endorsement of Landscapes 3.

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

Authorization to Participate in Costars Salt Procurement Program 2019-2020 – MOTION by Mr. Schneider to authorize participation in the Costars Salt Procurement Program 2019-2020; second by Mr. Couris.

Ms. Batdorf explained that this will be for the same totals as last year; it is just the standard procurement.

Brian Curry, 512 Blackhorse Road stated that in the past the township participated with other people for salt. Have we looked at different suppliers?

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

Authorization to Advertise for Road Materials Bid – MOTION by Mr. Schneider to authorize advertisement for the Road Materials Bid; second by Mr. Couris.



Ms. Batdorf explained the bid. We've done some price checking and have removed the anti-skid and the crushed concrete. The bid is for 2A modified stone and the haul and disposal of dirt.

Sara Shick, 1201 Davis Lane asked where the crushed concrete will be stored.

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

**Public Comment on Non-Agenda Items:**

**Maria Jacobs, 2351 Beaver Hill Road** commented on the question that Brian made about the interest made in pulling the accounts together. When did you start to pull the accounts together?

Mr. Schneider asked about the reserves that John brought up and if Ms. Batdorf has had a chance to speak with the auditors about the way the township does it.

Sara Shick, 1201 Davis Lane asked if the \$13,000 in interest was on the \$7 Million. Why did it take so long to get the money into better accounts?

John Eldridge, 1634 Hilltop Road commented the \$4 million was moved in April or May of last year.

Brian Curry, 512 Blackhorse Road commented on the Treasurer's Report and statements and one thing that it tends to have is explanatory notes; maybe additional notes are needed.

Jane Altmann, 276 Blackhorse Road, thanked the board for putting up the electronic speed sign on Blackhorse Road, but it is posted where there is no speed limit sign. She would like to have it posted where the speed limit sign is.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:39 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**March 18, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Joe McGrory, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of March 4, 2019; second by Mr. Couris.

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

**REPORTS:**

**Police Report:** Sgt. Russell gave the report.

Brian Curry, 512 Blackhorse Road asked a question about the Forensic Drug Testing. Sgt. Russell told Mr. Curry to call the Police Dept. office and he would be glad to talk with him about it.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated March 18, 2019, in the amount of \$71,893.40; second by Mr. Couris.

There being no comments or questions on the bills list, *Motion carries unanimously.*

**Announcements:** None

**Correspondence:** None

**Presentation:** None

**Subdivision/Land Development:**

**Request for Reverse Subdivision Extension - 1009 Jaine Lane** - **MOTION** by Mr. Schneider to approve the request for the Reverse Subdivision Extension for 1009 Jaine Lane; second by Mr. Couris. Ms. Batdorf gave a review of the Subdivision Extension, which will be for 90 days. Harriet Stone, 1645 Birchrun Road asked what does reverse subdivision mean.

**Old Business:** None

**New Business:**

**Scott Risbon, 670 Birchrun Road Special Exception - Acknowledge Receipt** - Board acknowledged receipt of the application.

Sara Shick, 1201 Davis Lane asked if a traffic study was required.

Adopt Resolution No. 11-2019, Emergency Operations Plan, 2019 Update – MOTION by Mr. Schneider to adopt Resolution No. 11-2019, Emergency Operations Plan, 2019 Update; second by Mr. Couris.

Jim Gooding, Township Emergency Management Coordinator stated that there are no major changes to this plan, just some updating.

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

Authorization of Bid for Chip Seal of Township Roads – MOTION by Mr. Schneider to authorize advertisement of the Bid for Chip Seal for the Township Roads; second by Mr. Couris.

Ms. Batdorf gave a report of which roads will be chip sealed; roads include Springlea Lane, Nantmeal Road, Hilltop Road, Bartlett Lane, Cooks Glen Road, Marigold Court, and St. Andrews Road, with a total estimated construction cost of \$102,205.00. Last year only one bid was received.

Brian Curry, 512 Blackhorse Road asked if there was any thought to chip sealing the township parking lot. Ms. Batdorf stated that the parking lot will be included in the paving for this year.

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

Ken Miller, 2573 Horseshoe Trail – Request for Relief of Setback Requirement (Section 2220.C) – MOTION by Mr. Schneider to approve the request for Relief of Setback Requirements (Section 2220.C); second by Mr. Couris

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

Stefanie Williams, 2898 Flowing Springs Road – Request for Relief of Driveway Requirement (Section 2201.E.8.C) – MOTION by Mr. Schneider to approve the request for relief of the driveway requirement (Section 2201.E.9.C); second by Mr. Couris.

Ms. Williams discussed her request for this relief. This will be an accessory dwelling for her son and his family; she would need an additional driveway. A discussion on this request ensued.

Mr. Jacobs feels that this is something that would be appropriate to send to the Planning Commission for their input. Mr. Schneider asked what the reason is for not subdividing this property.

Tracey Franey, Township Zoning Officer stated that this falls under Act 319. The purpose if for an accessory dwelling for family and the nature of the current driveway is not practical. Mr. McGrory doesn't agree with the interpretation as an accessory dwelling and feels that Ms. Williams should take a more practical approach, i.e. subdivide and keep in homeowner's name. Mr. Couris, Mr. Schneider and Mr. Jacobs all agree that this request should go before the Planning Commission.

Karl Brachwitz, 1286 Hollow Road commented that he understood the Board's thoughts but that they shouldn't encourage people to subdivide properties.

Sara Shick, 1201 Davis Lane commented that a lot of work was done to expand the zoning ordinance to permit for more uses of accessory dwellings to permit people to have a home for aging parents or family to live close by. The problem for Ms. Williams is the requirement for a shared driveway. Mr. McGrory stated that what is normally done is that the zoning ordinance is written as in-law quarters. Ms. Shick stated that this has been in the ordinance for 8-10 years and there has not been a big demand.

Brian Curry, 512 Blackhorse Road asked if anyone has looked at the visibility issues. Mr. Curry also stated that there could be some real problems with estate issues.

Ms. Williams asked if this will go to the Planning Commission this Thursday. Ms. Batdorf said yes and they will give advisory comments.

With no other comments or questions, *Motion is denied 0-3.*

**Appoint Historic Commission Liaison – MOTION** by Mr. Schneider to appoint Mr. Jacobs as the Historic Commission Liaison; second by Mr. Couris.

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

**Public Comment on Non-Agenda Items:**

**John Eldridge, 1634 Hilltop Road** commented that he missed the Treasurer's Report and the financial statements. Is something delaying them? Ms. Batdorf stated that the Treasurer's Report/financials are on the first meeting of the month. Mr. Eldridge stated that Mr. Jacobs stated that the road master was hired. Could you tell us a little bit of background about him? Ms. Batdorf said that Reggie Roy has a week under his belt and is getting familiar with roads and issues of the township; the Road Department has been restructured as well; please send any complaints/comments to Public Works and the Road Master.

**George Dulchinos, 1415 Hollow Road** commented that he attended the Historic Commission Workshop and it was pretty good. One item that came up was the Historic Resource Committee. The committee has chosen to become unaffiliated with the Historic Commission and work essentially like a club. Because of this, Mr. Dulchinos feels that the Historic Resource Committee is not the right name for this group. It is no longer a township entity but a volunteer club. They still show up on the township calendar and on the township website, which could cause confusion. Ms. Batdorf stated that she is working on a proposal for this.

**Karl Brachwitz, 1286 Hollow Road** commented that he just received a letter that the Historic Commission has been formed and he would be subject to additional rules. Is there an effort to have a Historic Architectural Review Board? This is a very difficult thing to deal with and the board would have no input.

**Sara Shick, 1201 Davis Lane** asked if the letter went out to all owners of historic properties. Ms. Batdorf discussed this letter.

**Jim Bergey, 1433 Birchrund Road** asked if the land is considered historic. Ms. Batdorf stated that all structures and parcels are considered historic.

**Karl Brachwitz, 1286 Hollow Road** asked if resident has to own a historic property to be on the Historic Commission.

**Jim Bergey, 1433 Birchrund Road** asked if Jaine Lane is on the schedule to be repaired.

**Jamie McVicker, 407 Blackhorse Road** commented that he understands that Mr. Jacobs is not running for the Board of Supervisors again and he wanted to thank Mr. Jacobs in advance for his calm manner during his time with the Board. If Mr. Jacobs had to leave during his term, what is the process for filling the vacancy?

Mr. Couris commented that a significant amount of residents are having difficulty with Verizon regarding reception; he would like to put some information in the newsletter. If

residents are having problems, he asked that they contact him through the township email on the website.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:50 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**April 1, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:04 p.m.

**MOTION** by Mr. Schneider to approve the minutes of March 18, 2019; second by Mr. Couris.

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

**REPORTS:**

**Manager's Report:** Ms. Batdorf read her report. Updated materials for the Phoenixville Comprehensive Plan process will continue to be posted and are available on the township website. The Township is communicating with PennDOT regarding pothole issues. The Southeastern PA Regional Hazardous Waste Schedule is now available. The flyers are posted in the township building and will be available on the township website. The Community Garden is now open for registrations and forms are on the website and the second annual Festival in the Park Event will take place on Saturday, June 8<sup>th</sup>. We are looking for sponsors to support all the programs. Also, Green Valleys offered to conduct a volunteer clean-up of township open space around Griffith Farm and the Horseshoe Trail property across the street on Route 100. They have also in the past planted trees. This will be held on April 11<sup>th</sup> with a rain date on April 12<sup>th</sup>. Sunderland Avenue construction is underway and the WaWa construction has begun. The 2019 DCED Audit is complete with a clean opinion. There will be a presentation of the audit in May. Other items noted were a meeting with DiRocco to finish out Flint Road and coordinating the completion of surveys and bid documents associated with the 2019 Road program. The Zoning Hearing Board will meet on April 9<sup>th</sup> at 7 pm regarding 670 Birchrun Road.

**Sara Shick, 1201 Davis Lane** asked if there was a recommendation from the Historic Commission on the special exception request for the Zoning Hearing Board regarding 670 Birchrun Road. Will the township be represented by counsel at the Zoning Hearing Board?

**Chris Carroll** asked if this will be basically a rental property or are they looking to create a condo association and subdivide it.

**Sara Shick, 1201 Davis Lane** stated that Scott Risbon mentioned that he would flip the barn property and he would maintain the house as a rental property.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated April 1, 2019, in the amount of \$99,404.83; second by Mr. Couris.

There being no comments or questions on the bills list, *Motion carries unanimously.*

**Treasurer's Report:** Ms. Batdorf stated that staff is trying to understand and hear resident's responses and comments on providing information and asks that everyone bear with us. The staff always tries to put forth information that is helpful to the residents to understand the township's performance indicators. Ms. Batdorf reviewed the Treasurer's Report.

**John Eldridge, 1634 Hilltop Road** stated that the report is getting nicer. Commented that the first page says 2/18; is that a new tactic? On the next page it goes against budget. There was a comment on different funds, but no net income. Thinks there should be a total on all the lines. Mr. Eldridge also commented that at the last meeting Ms. Batdorf commented that the budget was distributed evenly throughout the year; he suggests the budget follow what is known.

**Brian Curry, 512 Blackhorse Road** complimented Ms. Batdorf on the Treasurer's Report. There is much more detail and color that in previous years. Mr. Curry would like to compliment Mr. Eldridge as well for his suggestions.

**George Dulchinos, 1415 Hollow Road** noted Mr. Eldridge's comment about making it look good for comparison; Mr. Dulchinos thinks that last year's year-to-date and this year's year to date will get you into that ballpark. What is the percentage of year to date revenue?

**Announcements:** None

**Correspondence:** None

**Presentation:**

**Chris Carroll - Anti-Discrimination Ordinance and Vaccines** - Mr. Carroll spoke about his request that the township adopt an anti-discrimination ordinance and also the importance of requiring residents to be vaccinated. A lengthy discussion on these issues ensued, with comments from a number of residents.

**Subdivision/Land Development:**

**Natural Lands Parking Lot Land Development - Request for Escrow Release** - MOTION by Mr. Schneider to approve the Escrow Release in the amount of \$117,660.00 to Natural Lands Trust, Inc. for 1805 Flint Road; second by Mr. Couris.

**Brian Curry, 512 Blackhorse Road** asked Mr. Sundermier of Natural Lands if there is a date for the opening of the Natural Lands Preserve.

**Chris Peeples, Kimberton Road** commented that he drove past the area last week and there was the beginnings of a soccer game and the parking lot was full. He loves what Natural Lands did on Flint Road; he also feels that in tearing down the barn, the township will find themselves in a hole; up where the barn is located, there's plenty of room for the township to expand. Looking at this township building everything is jammed in.

**Pieter Ouwerkerk, 11 Springlea Lane** asked when the township is going to open up the Bryn Coed Park.

There being no other comment or questions, *Motion carries unanimously.*

**Subdivision Extension Request - 1830 Saint Matthews Road, Amanda Maxwell** - MOTION by Mr. Schneider to approve the Subdivision Extension Request for 1830 Saint Matthews Road; second by Mr. Couris.

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

Old Business:

Stefanie Williams, 2898 Flowing Springs Road, Request for Relief from Driveway

Requirement, Section 2201.E.8.C - MOTION by Mr. Schneider to approve the Request for Relief from the Driveway Requirement, Section 2201.E.8.C, for 2898 Flowing Springs Road, with conditions that the driveway meet ordinance requirements and the location remains in the general vicinity of the proposed location as presented; second by Mr. Couris.

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

New Business:

Accept Resignation of Frances Ellis as Vacancy Chair - MOTION by Mr. Schneider to accept the resignation of Frances Ellis as Vacancy Chair; second by Mr. Couris. There being no questions or comments, *Motion carries unanimously.*

MOTION by Mr. Schneider to appoint Bob Ellis as Vacancy Chair; second by Mr. Jacobs Sara Shick, 1201 Davis Lane stated that when she saw this listed on the agenda she thought that maybe you would be looking for a volunteer to be appointed.

There being no other comments or questions, *Motion carries 2-0-1, with Mr. Couris abstaining.*

Public Comment on Non-Agenda Items:

Maria Jacobs asked Mr. Couris why he abstained. Mr. Couris stated that he was left out of the discussion of the decision making process; he agrees with Ms. Shick that it should be put out to the general public. Mrs. Jacobs stated that she understood that the Vacancy Board is not something you call for volunteers for, it's not a commission, it's an appointment.

Sara Shick, 1201 Davis Lane stated that she would like to verify that Mr. Couris was not involved in making this decision. Was this decision made in executive session and Mr. Couris was not present?

Chris Peeples, Kimberton Road stated that he lives on Kimberton Road and the state put in a section called New Kimberton Road. This causes confusion with people trying to find his place. He thinks Kimberton Road should be distinguished from Route 113. He feels Kimberton Road should be changed to Old Kimberton Road.

Brian Curry, 512 Blackhorse Road stated that he thinks there are certain state standards for signage. It's not as simple to change a road name as people think it is.

Chris Peeples, Kimberton Road stated that his road has never been repaved. It is now sort of falling apart; there is a process called hydrofracture. It's called ditching now and he thinks it will save thousands of dollars. Mr. Peeples stated that if the township wants to grade the road, he would take all the dirt from the process for his farm.

Pieter Ouwerkerk, 11 Springlea Lane supports the idea of ditching. He came from the Netherlands and had never seen a pothole.

Jim Deisinger, 1030 Linden Avenue suggested that the Board use some of the capital reserve monies from Weatherstone to pay for the permanent water installation for the Community Garden.



There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 8:15 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**April 15, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of April 1, 2019; second by Mr. Couris.

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

**REPORTS:**

**Police Report:** Chief Swinger read his report. Report on file.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated April 15, 2019, in the amount of \$227,960.12; second by Mr. Couris.

**John Eldridge, 1634 Hilltop Road** noted that for engineering on Jaine Lane it showed \$7,000 and last year for engineering the township spent \$12,000; is any of that getting transferred over to this current job? For the first time he noticed the word capital preceding some of these sentences. Does this mean it comes from the capital fund and not the general fund? Would it be appropriate to put those two together?

**Brian Curry, 512 Blackhorse Road** asked if Martin Paving, who does the road sweeping, could cover the non-development areas.

**Yvette Evans Brownlee, 2843 Flowing Springs Road** asked what the employee testing for \$952 was for regarding the Occupational Health, Background Review.

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

**Announcements:** None

**Correspondence:** None

**Presentation:**

**Parks and Recreation Commission - Bryn Coed Trail - Bill Holderness** - Mr. Holderness presented an update on the Bryn Coed Park Trail. Mr. Schneider asked if there is a timeline for clearing the trail. Mr. Holderness will notify the Township Manager when he flags the trail. Mr. Couris asked if volunteers are expected to bring their own tools for clearing. Mr. Holderness stated that DCNR offered to be zone managers for the park clearing.

John Eldridge, 1634 Hilltop Road commented not about the trail in particular, but that he drove over there two weeks ago and there were a lot of broken windows; suggests security cameras or lights in the area.

**Subdivision/Land Development:**

**1009 Jaine Lane Reverse Subdivision – Tim Kanavy – Resolution of Approval** – MOTION by Mr. Schneider to approve Resolution No. 12-2019, 1009 Jaine Lane Reverse Subdivision; second by Mr. Couris.

Mr. Kanavy discussed this reverse subdivision; this will be combining two lots into one lot. All of the conditions from Arro have been satisfied. Mr. Kanavy questioned the engineering bills. There being no comments or questions, *Motion carries unanimously.*

**Old Business:**

**Road Materials Bid Award** – MOTION by Mr. Couris to award the 2019 Road Materials Contract to Cedar Hollow Recycling in the amount of \$74,770.00; second by Mr. Schneider. Mr. Jacobs asked if the township is doing any better in getting more bidders on this. Mr. Schneider asked if the township ever looked into doing it ourselves as far as hauling and dumping.

Brian Curry, 512 Blackhorse Road asked how the consumption of materials was going from last year to the year before. Are we increasing our road material usage? Are we going to potentially change the estimates in the future?

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

**New Business:**

**Authorization of Bids for Road Paving Program 2019** – MOTION by Mr. Schneider to authorize advertisement of bids for the Road Paving Program 2019; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road asked if there is a list of roads that will be worked on for this year. At the last meeting Mr. Curry asked when the parking lot will be paved. Also regarding both ends of Blackhorse Road breaking pads were put down. It is now starting to break up. Township should probably look into replacing these.

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

**Accept Resignation of David Neiderer as Zoning Hearing Board Alternate** – MOTION by Mr. Schneider to accept the Resignation of David Neiderer as Zoning Hearing Board Alternate; second by Mr. Couris.

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

**Public Comment on Non-Agenda Items:**

Jane Altmann, 276 Blackhorse Road asked what happened after Ms. Batdorf's and Mr. Kulakowsky's visit to the road.

Harriet Stone, Birchrun Road spoke about the amphibians and the closing of the road. It was a much smaller migration than usual.

Jim Bergey, Jaine Lane asked about the status of Ludwig's Corner; there is advertising for single homes.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:50 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**May 6, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Mr. Jacobs announced that an Executive Session regarding personnel issues was held before the meeting at 6:30 p.m.

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of April 15, 2019; second by Mr. Couris.

Sara Shick, 1201 Davis Lane stated that she just noticed in the minutes under Tim Kanavy's Resolution of Approval that it was mentioned that there were no questions or comments before the approval, but Mr. Kanavy did question his engineering bills; Ms. Shick feels this should be noted in the minutes.

Ms. Batdorf stated that it was mentioned in the minutes and that she is working with Mr. Kanavy to go through the bills. Ms. Shick would like to know if this will be shared at the next Board of Supervisors meeting.

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

**REPORTS:**

**Manager's Report:** Ms. Batdorf read her report, which was acknowledged as received. There are quite a few activities coming up in the township, i.e. a Household Hazardous Waste Collection on May 18<sup>th</sup> from 9 am to 3 pm at Owen J. Roberts Middle School and the Community Garden is still open for registrations. The Environmental Advisory Council and the Audubon Society are co-sponsoring a Designing with Natives Backyard Design Workshop which will be held Saturday, May 11<sup>th</sup> from 9:30 am to 1:30 pm at the Township Building and will be free to the public. The 2<sup>nd</sup> Annual Festival in the Park will be held June 8<sup>th</sup> at Evans Park with a 5K race kicking off the Festival. French and Pickering Creeks Trust conducted a clean-up at the Weatherstone Open Space on April 27<sup>th</sup> and the Park and Rec Commission is seeking volunteers to serve as trail ambassadors and begin clearing trails at Bryn Coed Township Park. Also, Natural Lands held an opening day celebration of the Bryn Coed Preserve on May 5<sup>th</sup>. Ms. Batdorf also attended a Chester County Township Manager Planning Symposium held at the West Goshen Township building on May 2<sup>nd</sup>. The Open Space Review Board has been working on mapping the Township's protected open space and it is projected that 40% of West Vincent Township land is preserved at this time. Ms. Batdorf also read reports for the Building & Zoning Department, Finance Department and the Public Works Department.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated May 6, 2019, in the amount of \$130,789.99; second by Mr. Couris.

**Art Ewell, 972 Fellowship Road** questioned why there is Comcast and not Verizon in the garage since the township building has Verizon.

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

**Treasurer's Report:** Ms. Batdorf reviewed the Treasurer's Report. The Treasurer's Report is posted on the Township website. Ms. Batdorf stated that the finances for the quarter for the township are in line with the Real Estate Tax. We are still monitoring the EIT. The Building Department and Public Safety income falls in line with permits. We are on track right now with the Budget. The General Fund is in line for the first three months and all of the funds are earning good interest at this point. Mr. Jacobs asked how much the township expects to spend on road improvements. Ms. Batdorf stated about \$1,000,000. Mr. Schneider asked why the interest is so high under the monthly budget amount in the Capital Fund.

**Announcements:** Ms. Batdorf introduced Reggie Roy, the new Road Master for the Township.

**Correspondence:** None

**Presentation:** None

**Subdivision/Land Development:**

**Request for Escrow Reduction - Toll Brothers Sunderland Avenue Extension Project -** **MOTION** by Mr. Schneider to Authorize the Reduction of Bond #BP00575790091 for Toll Brothers - Sunderland Avenue Release No. 1 in the amount of \$441,929.16 for site improvements; second by Mr. Couris.

**Brian Curry, 512 Blackhorse Road** asked what part of the project is completed at this point. Ms. Batdorf stated that would be the site improvements. The actual road paving should take place in about a month.

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

**Request for Subdivision Extension - 16 Years LLC -** **MOTION** by Mr. Schneider to Approve the Subdivision Extension Request for Sixteen Years, LLC until June 30, 2019; second by Mr. Couris.

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

**Old Business:** None

**New Business:**

**Request to Reduce the Required Yard Setback for an Agricultural Building - 1411 Hilltop Road, Eric and Shelly Rahe -** **MOTION** by Mr. Schneider to Approve the Reduction of the Required 100' Yard Setback for an Agricultural Building - 1411 Hilltop Road; second by Mr. Couris.

Mr. Rahe discussed this request, which pertains to Section 2220 of the Zoning Ordinance.

Brian Curry, 512 Blackhorse Road asked why this wasn't routed through the Planning Commission. Ms. Batdorf stated that in the Zoning Ordinance it is at the discretion of the Board. There being no further comments or questions, *Motion carries unanimously.*

Request for Donation for French & Pickering Trust Iron Tour – June 9, 2019 – MOTION by Mr. Schneider to approve a \$1,000 Donation for the French & Pickering Trust Iron Tour on June 9, 2019; second by Mr. Couris.

There being no comments or questions, *Motion carries 2-1, with Mr. Schneider voting no.*

Resolution to Appoint Zoning Hearing Board Alternates – MOTION by Mr. Couris to appoint John Sullivan as a Zoning Hearing Board Alternate to fill an unexpired term ending 12/31/19 and Chelsea Fitzpatrick Bellay as a Zoning Hearing Board Alternate to fill an unexpired term ending 12/31/20; second by Mr. Schneider.

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

Public Comment on Non-Agenda Items:

**John Eldridge, 1634 Hilltop Road** stated that he lives on the dirt road portion of Hilltop Road and he feels it is in better condition than it's ever been; also feels part of Jaine Lane is in better condition.

**Maria Jacobs** stated that at Parks and Rec they talked about asking for two 4x4's to put up at the corner of Saint Matthews Road and Route 401 to string up temporary banners to advertise events happening in the township. The Festival in the Park is about a month away, everyone is invited to attend.

**Ramray Saikam, Creekside Community** stated that he would like to thank Erica for bringing together the School Board and Toll Brothers to discuss the Sunderland Avenue School Bus issue. Also, summer is coming he has to spend \$65.00 a day for summer camp for his children. Other townships offer summer camp for kids; this would be a huge savings for parents of hundreds of families. He wanted to share this with the township supervisors to see if there is something we can do.

**Harriet Stone, Birchrun Road** stated that this Sunday afternoon from 2 pm to 4 pm there will be an open house at the Green Valleys Headquarters. Everyone is welcome to come.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 7:31 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**May 20, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Joe McGrory, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillemm, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of May 6, 2019; second by Mr. Couris. There being no comments or questions on the minutes, *Motion carries unanimously.*

**Conditional Use Hearing:**

**1475 Hollow Road, Ted Vanderlaan** – Mr. McGrory opened the Conditional Use Hearing for 1475 Hollow Road and introduced the exhibits. This is a request to use his property at 1475 Hollow Road for a short-term rental, an Air B&B. Mr. Vanderlaan presented his request to the Board.

Sara Shick, 1201 Davis Lane feels that this would be an excellent use of this property.

Mr. McGrory adjourned the hearing at 7:09 p.m. and moved into the public portion of the agenda.

**MOTION** to approve the Conditional Use for 1475 Hollow Road with the condition that what is represented is consistent with the testimony; second my Mr. Couris. *Motion carries unanimously.*

**REPORTS:** Sergeant Russell presented the report, which was acknowledged as received.

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated May 20, 2019, in the amount of \$111,493.48; second by Mr. Couris.

**Brian Curry, 512 Blackhorse Road** questioned the charge for Senn Trucking and water used for street sweeping. Mr. Curry also asked if it was correct that the township doesn't have any 2012 bonds left.

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

**Announcements:** Ms. Batdorf wanted to follow-up on 1009 Jaine Lane, Tim Kanavy and his desire to have his engineering bills reviewed for the subdivision. It was for a reverse subdivision review. Even for a minor subdivision of changing a lot line, it does require review by the township engineer and zoning officer. Ms. Batdorf stated that once the comprehensive plan is complete, there are things that can be done to streamline this ordinance.



Sara Shick, 1201 Davis Lane commented that it is being suggested that this is an interpretation of code enforcement; she doesn't understand why a lot line change would require a subdivision review. Was it indeed a total of 11 hours for zoning review and 6 or 7 hours in engineering?

Correspondence:

Letter from Chester County Historic Preservation Network - Ms. Batdorf reported that Isabelle Travaglini has been chosen to receive a special award from the Chester County Historic Preservation Network at their Annual Volunteer Recognition Dinner on June 19, 2019. They will honor her efforts on her research on the history of West Vincent Township.

Sara Shick, 1201 Davis Lane shared the brochure of the Chester County Historic Preservation Network and the Town Tours and Village Walks brochure.

Presentation: None

Subdivision/Land Development:

Sixteen Years, LLC Resolution of Approval - MOTION by Mr. Schneider to approve Resolution No. 14-2019, Preliminary/Final Subdivision Plan Approval for Sixteen Years, LLC; second by Mr. Couris.

Mr. Kulakowsky stated that the waivers were all approved by the Planning Commission.

Brian Curry, 512 Blackhorse Road stated that when he went to the Planning Commission meeting there was a small 2 acre cut out that will be owned by Bob Coughatta so that he can get the Act 319 tax advantages. Does the conservation easement still apply to that piece?

Dave Beideman, Engineer for Sixteen Years, LLC stated that the entire property is under a conservation easement. The process that was discussed with French & Pickering Trust was that Bob Coughatta's 9 acres would be incorporated into the current conservation easement by an amendment of that easement. At that time, subdivision would occur; when that subdivision is approved then French & Pickering would amend the conservation easement and that one acre would be added to Mr. Coughatta's 9 acres.

Mr. Schneider asked if it was typical to give these waivers to anyone that comes before the board. Mr. Kulakowsky stated that the way the subdivision ordinance is written, the ordinance requires plans. This is common when there is no construction proposed.

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

Old Business: None

New Business:

Recommendation of Bid Award - Chip Seal of Township Roads - MOTION by Mr. Schneider to approve Martin Paving, Inc. as the lowest responsible bidder for Chip Seal of Township roads for the total bid price of \$100,910.93; second by Mr. Couris.

Ms. Batdorf stated that the price is in line with last year's price. Mr. Kulakowsky stated last year was about \$93,000.00 and no base repair. This year base repair was added. Springlea Lane, Bartlett Lane, Nantmeal Road, Hilltop Road, Cooks Glen Road, Marigold Court and St. Andrews Lane are scheduled for repair this year. St. Andrews Lane, Cooks Glen Road and Bartlett Lane

are scheduled for base repair also. Ms. Batdorf also noted that residents from Marigold Court were not in favor of their road being chip sealed. She may try to convey to the residents the benefits of sealing the road. Mr. Kulakowsky stated that a couple of adjustments were made this year to the bid. Using a metal roller, in addition to a rubber roller was added to make chip seal imbedded deeper, this is per PennDOT standards.

**Brian Curry, 512 Blackhorse Road** asked about the aprons on Blackhorse Road which are breaking up. Are we going to wait until they break apart before this gets corrected?

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

Mr. Kulakowsky also noted that the Paving Bid went live today on PennBid. There will be a pre-bid meeting next week; the bid opening will be June 10<sup>th</sup>.

**Jim Bergey, 1433 Birchrun Road** asked if the base was specified in places where there are water problems, for example, the corner of Horseshoe and Birchrun. Could you review the roads that will be paved this year?

Mr. Kulakowsky stated that the roads being paved this year are Art School Road to the Stone Arch Bridge, all of South Beaver Hill Road, French Creek Road from Pughtown Road to Hoffecker Road, Art School Road from the county bridge to the municipal line and a piece of Dewees Lane.

Jaine Lane Update - Mr. Kulakowsky reviewed the update on Jaine Lane. Phase I of the project will be at the top of the hill, which is a stone road and is in pretty good shape. One of the issues is all the water coming down the hill. A requirement of PennDOT to use liquid fuels monies is that the road must be 16 ft. wide. Two options are to keep the road 16'-18' wide, like it is now, or make the road 18' to 20' wide. There are two telephone poles that are in the right of way and a large tree right inside a stone wall. A letter from the Board would most likely be the best way to reach out to the utility companies regarding moving poles. A lengthy discussion followed.

**Sara Shick, 1201 Davis Lane** asked Mr. Kulakowsky if he has any assessment of an additional increased flow of water that will come down that long parcel towards Birchrun Road. That's part of the reason Davis Lane has flooding.

**Brian Curry, 512 Blackhorse Road** stated that he understands what Mr. Kulakowsky is trying to do. Reestablish flow to the culverts and then put in a process to establish the sheet flow as opposed to a point discharge.

Mr. Kulakowsky stated that he needs direction on road width and the direction on the pinch point. There was consensus by the Board that it should be a 16 ft. road width and the utility companies should be contacted to move the poles.

**Margaret Arsenich, 1235 Jaine Lane** commented that she lives right at the corner where the drainage problem is. She is not an advocate of paving the road. Was there an official study done in order to try to save the gravel road? There hasn't been a whole lot of resident input; there hadn't been an issue for 20 plus years. A lot of people felt that there should have been a proactive mesh or something to keep the gravel from entering culverts. Mr. Kulakowsky stated that they could evaluate that with the Road Master.

**Brian Curry, 512 Blackhorse Road** commented that in the upper section there is uncontrolled stormwater discharge and a heavy flow of water carrying everything downhill. Would it be possible to improve the stormwater management in upper elevations without paving the road? Is there any way to keep the gravel?

**Jim Bergey, 1433 Birchrun Road** stated that the first 8-10 years were pretty good, it was just packed clay. When the road was improved by putting stone and gravel down, that's when it started to get worse. All the efforts over the last 10 years have made this problem worse. Mr. Kulakowsky said that he would reach out to the Dirt and Gravel Program to see if there is any technology for this problem.

**Public Comment on Non-Agenda Items**

**Harriet Stone, Birchrun Road** stated that people will be working at the polls here tomorrow. We will need volunteers to help get the furniture moved this evening.

**Sara Shick, 1201 Davis Lane** looked at the road bids and it was too hard to find out what roads were being paved. Could a list of what roads are included on the bids be put online? Also she has a stack of pamphlets showing 30 years of Conserving Land by Chester County. It documents how conserving land saves money.

**Brian Curry, 512 Blackhorse Road** stated that he checked PennBid for Chip Seal and it has a map in the bid. Pulling out the map and posting it would solve the problem.

**Ted Bollinger** stated that he made a posting on West Vincent Voices that contains links to the candidate's websites for all three candidates.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Schneider; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 8:13 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**June 3, 2019 7:00 PM**

Attendance: Chairman, John Jacobs; Vice Chairman, Mike Schneider; Member Bernie Couris; Joe McGrory, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Jacobs called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Schneider to approve the minutes of May 20, 2019; second by Mr. Couris. There being no comments or questions on the minutes, *Motion carries unanimously.*

**REPORTS:**

**Bills List:**

**MOTION** by Mr. Schneider to approve the Bills List, dated June 3, 2019, in the amount of \$126,385.47; second by Mr. Couris.

**Brian Curry, 512 Blackhorse Road** complimented Ms. Batdorf on the high resolution logo for West Vincent Township that was used for the Township/Park & Rec Trail Ambassador Program. That was a good idea and should be used in more places.

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

**Treasurer's Report:** Ms. Batdorf reviewed the report for the month ending April 30, 2019. Report acknowledged as received. Highlights of the report were, reviewing revenues vs. spending for each of the departments; Real Estate taxes are on track. As far as earned income, April is doing much better; we will continue to monitor. When backing out the Sewer Sale revenues for last year (April of last year), we are looking at 5.8% less in revenue vs. last year for right now. In the Building Department, permit applications are starting to increase. Expenses, for the month-to-date, are in line. There are many maintenance projects, i.e. road projects, as well as some other projects will be starting soon. Overall we are at a 17% change, with a little less activity this year. The year-to-date expenditures and revenue, balance sheet of various funds and budget to actual summary by each fund were reviewed.

**John Eldridge, 1634 Hilltop Road** stated that when you take March year-to-date and add April activity you do not get the April year-to-date; you have a loss of \$10,000. Another comment, the last page should have net income or loss for all sections. It's only for the general fund. In another comment, he noticed in the audit capital projects and capital road expenditures. If this is the way it is going to be, it should be two funds here. Also, in the capital fund, in revenue there is an in-transfer of funds; in from where, out from where? Ms. Batdorf addressed Mr. Eldridge's comments. Mr. Eldridge asked if this is income offsetting expenses. The \$10,000, from what Mr. Eldridge determined wasn't related to interest at all.

**Brian Curry, 512 Blackhorse Road** stated that it was mentioned that the capital fund was a staging for big sums of money. Is it possible to put that amount in Certificates of Deposits for

higher interest? Ms. Batdorf stated that rather than Certificate of Deposits, we have PLGT accounts to put the money into.

**Manager's Report:** Ms. Batdorf reviewed her manager's report. Report was acknowledged as received. Highlights of the report are: the Phoenixville Regional Planning Commission is looking at West Pikeland Township to be added as a sixth member of the Committee. The Comprehensive Plan would then need to be updated. Local fire companies and the Emergency Response Team will be doing tactical training at the cow palace and the old, abandoned homes on Bryn Coed. Ms. Batdorf attended the annual conference of the Association for Pennsylvania Municipal Management (APMM) on May 15, 2019. The second annual Festival in the Park will take place on Saturday, June 8<sup>th</sup> from 1 pm until 5 pm. A 5K Race will kick off the day at 8 am. The Music in the Park Series will take place starting on June 20<sup>th</sup> at 6:30 pm. The event takes place on the third Thursday of the month in June, July and August. The Ludwig's Corner Horseshow Association will be running a Country Carnival at the Horseshow Grounds on June 4<sup>th</sup> - June 8<sup>th</sup>. The French Creek Iron Tour will take place on Sunday, June 9<sup>th</sup>. The Parks and Rec Committee is seeking volunteers to help serve as Trail Ambassadors to begin clearing trails at the Bryn Coed Township Park. The Chester County Preservation Network's Town Tours and Village Walks Program will highlight Ludwig's Corner on Thursday, June 20<sup>th</sup>. Tour hours are 5:30 pm until 7:00 pm. The Township welcomes new Part Time Officer, Melanie Faddis. Melanie was sworn in on June 3, 2019. Regarding department reports, the Building and Zoning Department processed 30 permit applications in the month of May. The Public Works Department conducted regular vehicle, facility and road maintenance, including filling potholes, mowing, ditching and grading roads and preparing for the repaving of various roads in the township. The crew rolled Jaine Lane, Hilltop Road, Saw Mill Road, Davis Lane and Bertolet School Road. A pre-construction meeting was also held for the chip sealing of Township Roads. This is scheduled to begin in the next few weeks. Bids for the 2019 paving program are due on June 10, 2019 and survey work is now finished related to Buttonwood Lane Bridge and design is progressing regarding Jaine Lane improvements.

**Announcements:** None.

**Correspondence:**

**Thank You Email to Sgt. Russell and Officer Fritz for Support of the Byers Station 5K** - Ms. Batdorf explained the thank you email.

**Presentation:**

**2018 Audit Presentation - Barbacane, Thornton and Company** - Steve Kutsuflakis, CPA presented an overview of the 2018 Township Audit. The Township issues two types of reports; the first one being a report submitted to DCED and the second one is for the township, which includes footnotes and more of a format that you are used to seeing. The township does reporting on a cash basis of accounting. The overall objective was met and is free of material misstatements. A review of internal controls was completed and it was determined that they are working as

presented. Management is very easy to work with. The township does also work with another CPA that comes in at year end.

**John Eldridge, 1634 Hilltop Road** stated that one issue that jumps out to him is that the General Fund shows a loss of \$556,000, which is the biggest general fund loss in the history of the township. Would you notice this in your review of the township? Mr. Kutsuflakis stated that funds were moved from the general fund balance to capital projects fund, which is a fairly common practice with townships. Mr. Eldridge asked if the township can say they made \$72,000 profit in the general fund. A long discussion followed.

Mr. Schneider feels that as a township, we are still ahead on surpluses; Ms. Batdorf stated that the township is. Mr. Jacobs commented that Mr. Eldridge makes it sound like the township is doing a horrible job. Should adjustments be made to satisfy his requests? Ms. Batdorf stated that we have unaudited reports for a reason. Mr. Jacobs stated his biggest concern is, Mr. Eldridge is using the words \$500,000 loss, should people be worried about losses? Mr. Kutsuflakis stated there are no losses. Mr. Jacobs asked how the township is doing, as far as accounting procedures. Mr. Kutsuflakis stated the accounting procedures are Top Notch. Mr. Jacobs asked if there is anything that could be done to improve the township's position. What is the township's Bond Rating. Ms. Batdorf stated that the Bond Rating AA3.

**Karl Brachowicz, 1286 Hollow Road** stated that it sounds perfectly fine to him. He thinks it's good.

**Subdivision/Land Development:** None.

**Old Business:** None.

**New Business:**

**Voter Parking Discussion** - Mr. Couris discussed this issue. When he arrived at the polls at 6:30 pm there were only two or three parking spots left. He noticed cars coming in and circling and leaving. Mr. Schneider stated that the baseball team also uses the parking lot. Mr. Jacobs commented that the rocks in the front could be moved over 10 ft. and cars could park in there. We are out of parking.

**Tommie Dulchinos, 1415 Hollow Road** stated that when she was judge of elections she borrowed the electronic sign from the police dept. which said voters only parking.

**Maria Jacobs** stated that she agrees with Mr. Couris for the last six years while she was working the polls, she has asked people to move their cars. People need to be allowed to vote.

**Brian Curry, 512 Blackhorse Road** stated that he has gone through voter services training and it was mentioned that the landlord can set the conditions that they want.

Mr. Couris asked if there is sufficient parking over in the park itself?

**Pieter Ouwerkerk, 11 Springlea Lane** stated that at 6:50 pm there were three people in the building and he couldn't find a parking space. Couldn't we ban the parking of sports people in the lot?

**Maria Jacobs** stated that the Park & Rec Committee told the team that they couldn't use the lot on the first and third Mondays. The team had agreed to that.

**Jim Bergey, 1433 Birchrun Road** asked if there could be a temporary restriction on parking and have the police ticket them if they don't listen.

Mr. Couris commented that painted stalls in front of the police department would allow us to park there and could be most efficient. Mr. Jacobs stated that they need to speak to the police chief about that.

**Request for Approval to Purchase Mower Head for Boom Mower** – MOTION by Mr. Schneider to approve the Request to Purchase a Mower Head for the 2010 Boom Mower for \$14,707.00; second by Mr. Couris.

Ms. Batdorf explained this request. The boom mower head is in very bad shape and is a hazard. The co-stars state contract price is \$14,707.00.

**Maria Jacobs** asked about the arm that goes up. Is there a reasonable limit about what this can cut?

**Brian Curry, 512 Blackhorse Road** asked which mower this is; the older mower or newer mower. Ms. Batdorf stated it is the newer one. What is the condition of the head on the older mower? Mr. Roy stated it is a different type of mower.

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

**French and Pickering Creeks Trust Request for 2019 Operating Contribution** – MOTION by Mr. Couris to approve a \$7,500 Donation to French & Pickering Creeks Conservation Trust; second by Mr. Jacobs. *Motion carries 2-1 with Mr. Schneider voting no.*

**Agricultural Security Area (ASA) Application for Christopher & Christine McGowan, 2127 Flowing Springs Road – Acknowledge Receipt** – Ms. Batdorf discussed this application. This is a 13.6 acre property. They went to Chester County for a conservation easement and were referred to the township. This will be an acknowledgement of this application. This is a step-by-step process to review. The Planning Commission and the Agricultural Security Board will have to review this application also. **The Board acknowledged receipt of the application.**

**Letter of Resignation, John Jacobs, Chairman, Board of Supervisors** – MOTION by Mr. Schneider to accept the letter of resignation of John Jacobs, Chairman, Board of Supervisors; second by Mr. Couris.

Mr. Jacobs commented that it has been a pleasure to be here and work with staff and residents.

**Jane Altmann, 276 Blackhorse Road** said thank you and the meetings have been so much better.

**Suzanne Roth, 1360 Schoolhouse Lane** also said thank you and will be missed a lot.

**Maria Holderness, 958 Jaine Lane** stated she wanted to be the third person to say thanks. The audit meeting is the perfect time to say what a difference there has been in the 15 years she has been coming to the meetings. We'll miss you.

**Brian Curry, 512 Blackhorse Road** also wanted to add that he can get answers from the board and they are answers that are believable and not being stonewalled. Thank you for the work that you've done.

**Karl Brachowitz, 1286 Hollow Road** felt that Mr. Jacobs, has done a nice job and wished him good luck.

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

**Resolution No. 15-2019 – Recognition of Distinguished Service of John Jacobs – MOTION** by Mr. Schneider to approve Resolution No 15-2019, Recognition of Distinguished Service of John Jacobs; second by Mr. Couris.

Ms. Batdorf presented Mr. Jacobs with a plaque in addition to the Resolution.

There being no comments, *Motion carries unanimously.*

**Letter of Resignation from Open Space Review Board, George Dulchinos – MOTION** by Mr. Couris to accept the letter of resignation of Mr. Dulchinos as a member of the Open Space Review Board; second by Mr. Schneider. Mr. Couris stated that Mr. Dulchinos is resigning in anticipation of being appointed to the Board of Supervisors; we should appoint him before his resignation from the Open Space Review Board. **MOTION** is rescinded by Mr. Couris.

**Appointment of Board of Supervisors Member – MOTION** to Appoint George Dulchinos as a member of the Board of Supervisors; second by Mr. Couris.

Karl Brachowitz, 1286 Hollow Road asked to consider not appointing Mr. Dulchinos to this temporary position and to consider someone who is not running for this office. It sends the wrong image to the residents in picking one over the other. He doesn't feel this is ethical. He feels that the criteria is political and board is setting things up. A candidate shouldn't be appointed. Mr. Couris asked Mr. McGrory if there is an ethical issue. Mr. McGrory stated no.

Jim Bergey, 1433 Birchrun Road stated that there are other people in the audience that might be interested in the position. He has the same feelings Mr. Brachowitz has; it's inappropriate and unfair to select one candidate over the other. It's the perception.

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

**MOTION** by Mr. Couris to accept the Resignation of George Dulchinos from the Open Space Review Board; second by Mr. Schneider.

Sara Shick, 1201 Davis Lane asked if Mr. Dulchinos is also going to resign from the Planning Commission.

George Dulchinos, 1415 Hollow Road said thank you and it is a great responsibility and an honor to follow Mr. Jacobs. You have to look at the long term impact of the township; he has seen that not done and would like to see it happen. As far as open space, he is resigning and for the planning commission, as soon as someone is located for that position, he plans on resigning from that also.

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

**Public Comment on Non-Agenda Items**

Pam Brown, 1070 Jaine Lane thanked Ms. Batdorf for the emergency patch job on Hollow Road prior to the Iron Tour. The pot holes were so dangerous that they were afraid someone would get injured.



**Brian Curry, 512 Blackhorse Road** stated that he noticed going south on St. Matthews Road the tin roof on the other side away from us is a lot of rust. If the roof is not coated, painted or repaired in some way it will be a real major repair. This would be the roof on the barn. Ms. Batdorf stated that the roof is scheduled to be painted.

**Suzanne Roth, 1360 Schoolhouse Lane** noticed driving around that there are a lot of dead trees that have not come down of their own volition. She wanted to bring that to the Board's attention. She is asking everyone to look around for dead trees.

**Maria Jacobs** stated that we need volunteers for the festival this weekend.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Schneider. *Motion carries unanimously.*

Meeting adjourned at 8:10 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**June 17, 2019 7:00 PM**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Schneider called the meeting to order at 7:00 p.m.

Chairman Schneider announced that an Executive Session was held at 6:00 pm, prior to the meeting, to discuss Real Estate.

Brian Curry, 512 Blackhorse Road asked who the Chair is right now. When was it decided? Mr. Curry also asked what type of real estate was discussed.

Brian Curry, 512 Blackhorse Road felt that the minutes should include a response that the township was looking into repainting the roof.

**MOTION** by Mr. Couris to approve the minutes of June 3, 2019, with corrections; second by Mr. Dulchinos.

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

**REPORTS:**

**Police Report:** Ms. Batdorf read the police report which was acknowledged as received.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated June 17, 2019, in the amount of \$39,467.12; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road asked the question to Ms. Batdorf beforehand, which she answered, but he is curious about the donations to French & Pickering. Do any other townships donate to the French & Pickering? Mr. Curry also asked about the thermometer on the pond for algae. Ms. Batdorf commented that the township is doing a lot more this year but the algae is getting worse. Mr. Curry also asked about two items; Witmer Public Safety Group which shows quite a bit of firearms equipment and the same thing in the reimbursables. Do the supervisors know what the equipment is?

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

**Park & Recreation Committee:**

**Report on Festival in the Park** – Maria Jacobs gave a report on the Second Annual Festival in the Park. Mrs. Jacobs thanked all of the sponsors, the Park & Rec Committee, the Township Staff. This year's Festival was a huge success.

Barry DiLibero reported that the Car Show was very successful this year and doubled in size to 51 cars. First place trophies and cash rewards were given out. Quite a few people donated a total of \$190.00, back to Park & Rec for the Music in the Park Series.

Announcements: None.

Correspondence:

**Thank You Letter from Pam Brown, French & Pickering Creeks Conservation Trust** – Chairman Schneider stated that this was a thank you to the township for the \$7,500 donation.

Presentation: None.

Subdivision/Land Development:

**Natural Lands Parking Lot Escrow Release No. 2** – MOTION by Mr. Couris to Approve Escrow Release No. 2 for Natural Lands Trust for 1805 Flint Road in the amount of \$74,590.75; second by Mr. Dulchinos.

Ms. Batdorf stated that Mr. Kulakowsky signed off on this release and that there is still a remaining balance of \$18,890 as there still is a final inspection to be completed.

Old Business:

**2019 Road Paving Program, Recommendation of Bid Award** – MOTION by Mr. Couris to award the bid for 2019 Road Paving to Berg Construction, LLC in the amount of \$665,227.50; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road** asked if this is better or worse than the estimate. Ms. Batdorf stated that this is about \$130,000 lower than the estimate.

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

New Business:

**West Vincent Land Trust Parcel #32-2-1, Transfer of Ownership to West Vincent Township** – Chairman Schneider stated that this discussion goes back to the executive session. Ms. Batdorf gave some background on this. The township received a request through the West Vincent Land Trust. This parcel is for 2.5 acres on Fellowship Road and butts up along Weatherstone open space that the township already owns. It also has a portion of the Fellowship Trail on it. The Supervisors are reviewing the possibility of having this conveyed to the township.

**John Jacobs** asked the board to explain why West Vincent Land Trust wants to transfer this property. Chairman Schneider stated that the West Vincent Land Trust is moving their assets and will be dissolving at some point. Ms. Brown from French & Pickering stated that French and Pickering owns the easement and West Vincent Land Trust owns the parcel in fee. They are now looking to find homes for the deed lands. On the deed, this can only go to West Vincent Township or a 501c3.

**Appointment of Vice Chairman** - MOTION by Mr. Dulchinos to Appoint Mr. Couris as the Board of Supervisors Vice Chairman; second by Mr. Schneider. Mr. Couris accepts the appointment of Vice Chairman.

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

**Public Comment on Non-Agenda Items:** None.

There being no further discussion, the MOTION to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. *Motion carries unanimously.*

Meeting adjourned at 7:23 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**July 15, 2019 7:00 PM**

Attendance: Vice Chairman, Bernie Couris; Member George Dulchinos; Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary ; Chairman Michael Schneider absent.

Vice Chairman Couris called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Dulchinos to approve the minutes of June 17, 2019; second by Mr. Couris.

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

**REPORTS:**

**Police Report:** Ms. Batdorf stated that the Chief could not attend the meeting this evening; Ms. Batdorf read the police report which was acknowledged as received.

**Manager's Report:** Ms. Batdorf read the report. Report was acknowledge as received. Highlights of the report are: the Phoenixville Regional Comprehensive Plan Update has been received. A public hearing can now be scheduled for formerly adopting the plan. We will be talking about West Pikeland Township joining the PRPC as well as the cost sharing to join. Parks & Rec Summer Music Series will be held on July 18<sup>th</sup> at 6:30 PM. Soul Mystique which was rained out in June will be performing on July 28<sup>th</sup> at 6:00PM. The Fred Miller Band is scheduled to perform next month on August 15<sup>th</sup> at 6:30PM. Also, the Parks & Rec Commission is seeking volunteers to serve as Trail Ambassadors to help clear trails at the Bryn Coed Township Park. The Committee has established workdays on July 20<sup>th</sup> and July 27<sup>th</sup>. The Citadel County Spirit USA Concert will take place once again at Ludwig's Corner Horseshow Grounds August 23<sup>rd</sup> through August 25<sup>th</sup>. Please check the West Vincent Township Police Department Facebook Page for updates regarding useful information and alerts for the public in advance of the event. The Sustainability Committee will be meeting on Tuesday, July 16<sup>th</sup> at 7:30PM and the Parks & Recreations Commission will meet on Wednesday, July 17<sup>th</sup> at 7:30PM. The Planning Commission meeting scheduled for Thursday, July 18<sup>th</sup> at 7:30PM has been cancelled. The Township is pleased to welcome a new part time Police Officer, Matthew Muscari to the township. Officer Muscari was sworn in on June 21, 2019. In the Building and Zoning Department, 17 permit applications were processed in June.

In the Finance Department, the Treasurer's Report and the Year-To-Date are complete and posted to the Township Website. In the Public Works Department, road widening, shoulder work and pipe replacement are being completed on French Creek Road and S. Beaver Hill Road to prepare for paving. The crew has also conducted regular vehicle, facility and road maintenance. Chip Seal of township roads is scheduled for mid-August and a pre-construction meeting for the 2019 paving program is scheduled for this week. Staff met with PECO representatives to coordinate necessary utility work, including the relocations of a utility pole and removal of old utility poles on Jaine Lane to occur later this summer.

Brian Curry, 512 Blackhorse Road asked what the date is for the re-scheduled June Picnic in the Park concert.

**Bills List:**

**MOTION** by Mr. Dulchinos to approve the Bills List, dated July 15, 2019, in the amount of \$236,334.53; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road asked for an elaboration on something he asked Ms. Batdorf earlier. Regarding the Short Guide Reference Books for the Police Department. Are they basically a cheat sheet for of what the laws are? What roads have dust control been used on so far?

Mr. Dulchinos asked about two bills for the Police Department that are 15 days apart; are they duplicates?

Yvonne Evans Brownlee, 2843 Flowing Springs Road is looking at the Real Estate tax on the Griffith property. Can the township appeal the assessment and get that lowered?

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

**Treasurer's Report:** Ms. Batdorf reviewed the Treasurer's Report, which is a snapshot of the revenues and expenditures for the month of May. The Township is on track with Real Estate taxes and Earned Income will continue to be monitored. Transfer Taxes are on trend. For the building permits the township is watching Hankin and the Weatherstone Town Center. There will be Manor Homes that will bump up the township's revenue for the year. Regarding expenses for the year, they are significantly lower due to the sewer sale last year; we have quite a few contracts right now that are under agreement; Chip Seal, Paving and some other work that will be done in the Township. All the additional information in the Treasurer's Report can be reviewed on the website.

Sara Shick, 1201 Davis Lane asked if Ms. Batdorf could elaborate on the Pulte settlement.

Brian Curry, 512 Blackhorse Road said that Mr. Batdorf mentioned that permits will be coming in for Weatherstone Phase II. Do you know what the ratio is of the building permits cost vs. real estate taxes?

**Announcements:** None.

**Correspondence:**

**Thank You Letter from Uwchlan Ambulance for the 2019 Contribution** - Mr. Couris stated that this was a thank you to the township for the very generous donation.

**Thank You Letter & Certificate of Appreciation from French & Pickering Creeks Conservation Trust for Supporting the French Creek Iron Tour** - Mr. Couris stated that this is a Certificate of Appreciation from the French & Pickering Creeks Conservation Trust for helping make the 2019 Iron Tour a huge success.

**Presentation:** None.

**Subdivision/Land Development:** None.

Old Business: None.

New Business:

Energy First Responder Grant Request for Bleeding Control Kits: MOTION by Mr. Dulchinos to Support the Energy First Responder Grant Request for Bleeding Control Kits; second by Mr. Couris.

Ms. Batdorf stated that Chief Swinger has a memo in the Board's packet regarding these Bleeding Control Kits. This is a grant application for \$4,472.00 submitted by Chief Swinger to purchase multiple wall-mounted and portable bleeding control kits, which will be supported by the grant. These kits would be slated for West Vincent Elementary School and West Vincent Township Municipal Complex. There would be no cost to the Township. The officers would be trained to meet with staff at the township and at West Vincent Elementary to train in the use of the kits.

John Eldridge, 1634 Hilltop Road, asked if the \$4,000 is for the kits or kits and training?

Brian Curry, 512 Blackhorse Road asked how many kits. The kit he was looking at on Amazon was only about \$50.00 a piece. Mr. Curry asked what is included in the kit.

Mark Ohi, Camphill asked if the kits have an expiration date.

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

West Pikeland Township Request to Join Phoenixville Regional Planning Committee: Ms. Batdorf discussed this request. West Pikeland Township is interested in joining as a member municipality. Per the implementation agreement, the planner at Theurkauf set forth the procedure to do this. The request letter has been received by the committee. The committee would like the member townships to review the request and comment and/or support. There is a cost to amend the plan to add West Pikeland Township. Ed Theurkauf, through his design firm, applied for a Vision Partnership Program Grant through the county. The cost per municipality would be \$3,885.00; if the grant is approved, the cost per municipality would be \$1,165.00.

MOTION by Mr. Dulchinos to approve West Pikeland Township's request to join the Phoenixville Regional Planning Committee; second by Mr. Couris.

Brian Curry, 512 Blackhorse Road stated that he hasn't seen more township's joining in this; going forward, more township's joining in this would mean lower costs to other municipalities.

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

Open Space Review Board Appointment: MOTION by Mr. Dulchinos to approve the appointment of Julie Foster as the Planning Commission Representative to the Open Space Committee with term set to expire 12/31/2022; second by Mr. Couris.

Ms. Batdorf stated that this term is the term for the Planning Commission member. Ms. Foster fully confirmed her desire to represent the Planning Commission on the Open Space Board.

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

**Chip Seal of Township Road 2019 Change Order - Fog Seal Application:** Mr. Kulakowsky discussed what fog seal is, which is an asphalt emulsion applied on top of chip seal to make it look black, which is PennDOT approved for liquid fuels. This is a change order for \$1,840.00 to apply fog seal to Marigold Court.

Sara Shick, 1201 Davis Lane stated that since Marigold Court is a cul-de-sac it doesn't seem a likely a place for a substantial test of durability. She is interested in why Marigold Court was chosen for the test.

Brian Curry, 512 Blackhorse Lane also remembers that the residents on Marigold Court voiced some concerns about loose chips and the impact on their cars. One thing Mr. Curry had a concern about was in the past, the township used vegetable oil to keep the dust down on dirt road. It was horrible when the road crew did this. The Jankowski's, on the other end of Blackhorse Road raised some real concerns about the dust control. The township hasn't done dust control for years. Would this product be something that could be put on dirt roads?

**MOTION** by Mr. Dulchinos to approve the Change Order of \$1,840.00 for the application of Fog Seal on Marigold Court; second by Mr. Couris.

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

**Discussion of Camphill Village Request for Pedestrian Crossing on French Creek Road:** Ms. Batdorf met with Chief Swinger and Felicity Jeans of Camphill regarding French Creek Road. With Camphill being an adjoining property owner and the road being resurfaced, they had expressed interest that with an improved road, there may be some additional cars. They are requesting a crosswalk. Mr. Kulakowsky stated that the first issue would be the speed limit and the second issue is site analysis. There would then have to be a prepared plan and then the last step of installation.

**MOTION** by Mr. Dulchinos to authorize the engineer to prepare a proposal for a pedestrian crossing on French Creek Road; second by Mr. Couris.

Mark Ohi, Camphill wanted to say thank you for taking a look at this proposal.

Esther Martin, Camphill stated that she lives across from the CSA and cars drive very fast during rush hour. Resident's pets get hit and she really doesn't want people to be hit. Cars cutting through do not drive the speed limit of 25. Mr. Couris asked if there is any traffic calming for this.

Mark Ohi, Camphill asked if there is an estimate of time to do the study.

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

**Authorize the Advertisement of the Bryn Coed Demolition Bid:** **MOTION** by Mr. Dulchinos to Authorize the Advertisement of the Bryn Coed Demolition Bid; second by Mr. Couris.



**John Eldridge, 1634 Hilltop Road** asked what is the township going to do. What is going to be demolished and are any of the buildings being left? Mr. Kulakowsky stated that the bid, voted on last year by the board, is to demolish and remove the silos and the building next to the silos; the manure recycling facility and pad, the main barn and the calf barn the workshop in the front where the truck scale is and also the two houses. The main well down by the woods will be capped and secured. The two wells and septic systems at the houses are decommissioned. The water and manure pit will be removed and graded over and be maintained as a meadow or grass field. Mr. Eldridge asked if any buildings will be left. Mr. Kulakowsky stated that the second building on the right will be staying. Is there a purpose for keeping that? Mr. Kulakowsky stated that it will be storage for equipment. There will be no bathroom or running water in the saved building. The concrete floors will be crushed and recycled on site. The current bid is to leave the concrete on site. There is an alternate in the bid for the cost of disposing of the concrete.

Mr. Eldridge asked if a committee that decided what to do or determine what to destroy. Mr. Kulakowsky stated that there was a public site walk and the board voted on what to do; it is also in the conservation easement on what the township can and cannot do. The township has five years to take the buildings down.

**Harriet Stone, Birch Run Road** stated that at one time there was a very large fire proof cabinet in the building. The Historic Committee would like to have some fire proof storage.

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

**Authorize Advertisement of a Public Hearing for the Phoenixville Regional Planning Commission Comprehensive Plan Update:** MOTION by Mr. Dulchinos the Authorize the Solicitor to Prepare and Advertise a Public Hearing for the Phoenixville Regional Planning Commission Comprehensive Plan Update; second by Mr. Couris.

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

Ms. Batdorf commented that the Agricultural Security Area Advisory Committee will be meeting on a new application and the Committee needs a governing body member to be on that Committee. The Board of Supervisors needs to appoint a member for the Agricultural Security Area Advisory Committee.

MOTION by Mr. Dulchinos to appoint Mr. Couris as a member of the Agricultural Security Area Advisory Committee; second by Mr. Couris.

Mr. Couris accepts the position.

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

**Public Comment on Non-Agenda Items:**

**Harriet Stone, Birch Run Road** stated that on June 21<sup>st</sup> the Historic Resources Committee had a history program on Ludwig's Corner and they did a lot of research. As long as Ms. Batdorf and

the Board of Supervisors allow them to keep up the display everyone is welcome to come during the township's business hours to take a look.

**Brian Curry, 512 Blackhorse Road** stated that the display is very descriptive and informative. The Historic Resources Committee did a very good job. Another point, Mr. Curry was looking at the power poles on his road and there is a plated on the poles stating the Chester County Electric Company 1920. Also, what are the white lines and saw cuts in the township parking lot? Another thought about getting rid of the scum in the pond; it might take electricity to pull the scum from the pond.

**Sara Shick, 1206 Davis Lane, Isabelle Travaglini, Cindy Clark, Barb Quinter and Jim and Jane Helm** did most of the research involved in the Ludwig's Corner tour. John Eldridge did a masterful job with the unanticipated crowd of almost 250 people.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Dulchinos; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 8:03 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**August 19, 2019 7:00 PM**

Attendance: Chairman Michael Schneider, Vice Chairman, Bernie Couris; Member George Dulchinos; Rob Sebia, Township Solicitor, Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Schneider called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Couris to approve the minutes of June 17, 2019; second by Mr. Dulchinos.

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

**REPORTS:**

**Police Report:** Chief Swinger read the report; report acknowledged as received. Mr. Couris asked where the bulk of accidents are in the township.

Brian Curry, 512 Blackhorse Road asked about the game cameras with telephone reporting back in the winter and didn't get an answer; one thing he found out was that the service was using Verizon and right now at Bryn Coed barely exists. Did you ever look at the monthly price and fees compared to the others that you looked at?

**Manager's Report:** Ms. Batdorf reviewed the report. Report was acknowledge as received. Highlights of the report are – Two public hearings will be coming up; one is the adoption of the Phoenixville Regional Comprehensive Plan, as well as, the approval of the Agricultural Security Area Application of Christine & Christopher McGowan, 2127 Flowing Springs Road. The rescheduled Picnic in the Park Concert will be this Thursday, August 22<sup>nd</sup> at 6:30 p.m., with the Fred Miller Band. The Park & Recreation Commission is still seeking volunteers to help clear and prepare trails at the Bryn Coed Township Park. The next upcoming work day is Saturday, August 24 from 8:00 a.m. until 1:00 p.m. The Safety Committee completed their annual safety training and completed the annual certification through the state which gives the township a 5% insurance premium discount. The Citadel Country Spirit USA Concert will take place this week; August 23<sup>rd</sup> through Sunday, August 25<sup>th</sup>.

The Building and Zoning Department processed 30 permit application in the month of July. In the Finance Department, the YTD vs Actual June 2019 Budget Report & Treasurer's Report are complete and posted on the township's website. Staff is working on the development of the 2020 budget. Public Works has conducted regular vehicle, facility and road maintenance. The crew also completed the installation of underdrain at Bartlett Lane and Art School Road as well as installed inlets and pipe on French Creek Road in preparation for road paving. Double chip seal to Bartlett Lane and several other roads will begin the week of August 19<sup>th</sup>. Berg Construction will begin the Township's paving program on Monday, August 26<sup>th</sup>.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated August 19, 2019, in the amount of \$274,772.17; second by Mr. Dulchinos.

**Art Ewell, 972 Fellowship Road** questioned the bill for W.L. Construction Supply. The bill was for \$219.99 for a blade for grinding and cutting metal.

**Brian Curry, 512 Blackhorse Road** asked about the Buttonwood Bridge Replacement that is up to \$17,000; does this mean we are getting really close on this replacement? Regarding the excavator rental; what made the excavator different than it being done with our backhoes? Is there an expected budget for French Creek Road?

Mr. Dulchinos asked about the subscription to the Mercury newspaper; do we need to have this?

**Brian Curry, 512 Blackhorse Road** asked what employment position is being advertised in the Mercury?

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

**Treasurer's Report:** Ms. Batdorf reviewed the Treasurer's Report, which is six months of information regarding the budget performance. Still looking at the Earned Income Tax, in terms of looking at revenues received. Transfer taxes and Real Estate Taxes are doing fine. The building permits are ticking up. For expenditures, for the month of June, everything is to budget. Everything is trending fine for the year. The budget to actual summary to fund, right now the township is doing fine in expenditures. The Bryn Coed demolition will be out to bid shortly and Liquid Fuels will have a draw down in the next couple of months.

**John Eldridge, 1634 Hilltop Road** questioned the interest income in the capital fund. It seems like income is missing. It was \$13,000 a month for eight months, then to \$5,900, then to \$4,900. In Engineering Services, should we hire an engineer? Seems like it is a really high expense. In the Capital Fund it shows a loss of \$30,000 and the Reserve is down \$35,000. This is off by \$5,000.

**Brian Curry, 512 Blackhorse Road** at the last meeting or meeting before questioned the Weatherstone impact on Real Estate Taxes. Are you still modeling this?

**Announcements:** None.

**Correspondence:**

**Chester County Watersheds Plan Update** – Ms. Batdorf discussed this update. Chester County, through Landscapes III has a supplement; Watersheds Plan through that plan there is an update - Update Act 167 which asks for two representatives from the Township. One will be Vic Laubach and the other rep will be Ms. Batdorf.

**State Representative Friel-Otten Town Hall at the Henrietta Hankin Library** – Ms. Batdorf stated that this town hall will be held on Thursday, September 19, 2019 at 6:00 – 7:30 p.m. at the Henrietta Hankin Library.

**Presentation:** None.

**Subdivision/Land Development:**

**1414 Birchrun Road, Roy & Rosalind Neff Subdivision Application** – Board acknowledged as received.

**352 Blackhorse Road, Randolph F. Smith Subdivision & Land Development** – Board acknowledged as received.

**Old Business:** None.

**New Business:**

**Authorize Bids for Snow & Ice Removal** – MOTION by Mr. Couris to Authorize the Township Manager to Advertise the Bid for Snow & Ice Removal; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road stated the Veterans Contracting Company did work for the township; Mr. Curry was looking on their website and they do snowplowing. Ms. Batdorf stated that for the last three years the township has sent out direct mailings to companies. The company the township has been using, Oz Property Management, has had an issue with bond requirements. The township can put together enforcement provisions and remove the bond requirement to cast a wider net. Mr. Sebia said that an alternate can be added that if the company does not show up, the township will have to hire another company and the township will have to be reimbursed by the original company.

Kit Trolier, 16 Hunt Hill Road stated that the bond is a sticking point. The state gives something to snow plow operators for getting ready to plow; she thinks it's fair to add overage amount. If you can offer an incentive, she feels that the township will get more bids.

Brian Curry, 512 Blackhorse Road stated that if bids aren't received the first time, you could always reject the bid and put out bid to sweeten the deal.

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

**PennDOT Bridge Replacement Project Update, Birchrun Bridge at Hollows & Birchrun Roads** – Ms. Batdorf discussed. PennDOT is looking to replace the Birchrun Bridge at Hollow and Birchrun Roads. This bridge has been determined to be structurally deficient. This bridge was built in 1923. PennDOT is looking for public comment on the proposed width of 28 feet. PennDOT is also aware that the bridge is in a Historic Overlay District. There is an original plaque that identifies the bridge that will be kept. PennDOT asked if the township is interested in looking at the intersection of Hollow Road & Birchrun Road and creating a T; there is an island there that has some historical significance and it's also partially owned by a property owner. Ms. Batdorf feels that improving the bridge and structural integrity is fine, but limiting disturbance is the best way to go; there is really no reported numbers of incidents and accidents at that intersection. The issue with the bridge is that the mortar is cracking and getting worse. The anticipated construction is 2023 and the timing of the replacement is six month to one year.

**John Eldridge, 1634 Hilltop Road** asked to see pictures of the proposed bridge; will PennDOT be raising it up?

**Sara Shick, 1201 Davis Lane** asked if a Historic Impact Study is involved. Ms. Batdorf said yes. PennDOT also is required to do a cultural resource study and an environmental review. Ms. Shick asked about the widening of the roadway that was mentioned what is that about? Ms. Batdorf stated that it's not the roadway being widened, just the bridge.

**Brian Curry, 512 Blackhorse Road** remembers when the bridge on Chester Springs Road was replaced; when they did that they changed it to a concrete bridge. If they went to steel guardrail sides, it would look a lot different.

**Maria Jacobs** commented about a bridge that was replaced by her property in front of the nursery; something similar was done and they actually lowered the bridge. They now have to do water rescues on top of the bridge. The flooding that occurs is now very bad. She suggests that the township pay a lot of attention when the bridge is being replaced.

**Art Ewell** commented about the bridges that are being put up. The township needs to ask them why PennDOT has to use brine and other substances on these bridges. They use steel and the brine and salt eats right through the steel.

**ASA Application for 1682 Hilltop Road - Acknowledge Receipt** - Ms. Batdorf stated that this is for 1682 Hilltop Road, Julie Foster, who submitted the application. The BOS acknowledged receipt.

**Public Comment on Non-Agenda Items:**

**Kit Trolier, 16 Hunt Hill Road** asked if the police have a new contract. If they don't, why not? What is the sticking point? She thinks the police deserve to have their contract and is asking the Board of Supervisors to please finish this up and secondly there is a supervisor that is calling for transparency that people are talking about? What is not transparent; what don't we know? This is what she is hearing. If a supervisor is calling for transparency, there must be a problem. So what don't we know? Mr. Schneider asked who is calling for transparency.

**Maria Holderness, 958 Jaine Lane** stated that years ago she would ask for financial information and it was incomplete. Erica tells the whole thing. If people are talking about it they might mean not to go backwards.

**Brian Curry, 512 Blackhorse Road** stated that he feels the word transparency is not a good word. This board is much more responsive and the staff is much more responsive than in years past. When someone is accused of not being something, I don't see how you can get an answer for someone who is being accused by someone else. It makes no logical sense. You need to ask the person who is asking.

**Barry DiLibero** stated that this is termed a strong arm argument; it's an answer that you cannot give. It makes you look foolish. It's used in campaigns all the time. Secondly let's be fully transparent and why don't you explain the offer to the police? Mr. Schneider explained the additional raise that was offered to cover the 3%.

**John Jacobs, LCHSA** stated that he found out this week that they will have to pay a \$50.00 permit fee for the tents for the horse show. Since he's been involved with the horse show, they have never had to pay permit fees. Mr. Jacobs is asking for the Board of Supervisors to find a way to waive the permit fees.

**MOTION** by Mr. Couris to waive the permit fees for the LCHSA predicated upon Mr. Sebia making sure the Board is not overstepping; second by Mr. Dulchinos. *Motion carries 2-1 with Mr. Schneider voting no.*

**Brian Curry, 512 Blackhorse Road** stated that sometime ago we had document scanning; did that ever finish up? Ms. Batdorf stated that phase one has been completed now we have to decide what we can get rid of. We have to draft a Resolution of Destruction after sorting through the documents. There is a second and third phase to do all the files. The figures for the second phase are a little higher so the budget will have to be looked at. Also, have each of the Supervisors read the Phoenixville Regional Comp Plan? Mr. Curry suggests the supervisors read it to see whether the recommendations makes sense and where the source of the statements are. Regarding the Bleeding Kits, there are three kits that are wall mounted and three kits; all the kits have the same supplies in them. Three kits but two locations, there should be a third location for a kit.

**Jim Hanna, 1152 Hollow Road** stated that he lives on a property that has a very steep slope uphill. He is having a problem with flooding from the property above on Weidner Way, which is listed for sale. A half a dozen times since moving there he has catastrophic flooding. He noticed a large swatch cut out in the woods above his property that is an extension of Weidner Way which is stone; the stone was washed away and directly onto his property. He has found out that there is a 10 acre, six lot subdivision directly above his property; he filed a Right to Know and has come into the township and read through all the files. Mr. Hanna discussed the history of the property which is owned by Michele Thomas. He also attended a staff meeting and discussed the issue with the Township Engineer and Township Solicitor.

**George Martin, 1047 Jaine Lane** stated that he has been on the Planning Commission for more than a decade and Michele Thomas came before the planning commission on multiple zoning, environmental reasons which the planning commission recommended not approving the subdivision; he also recalls that the Board of Supervisors had denied the six lot subdivision stating it was not an approved subdivision. It has never been approved by anyone. The road should never have been macadamed. Mr. Sebia, Township Solicitor stated that the six lots were created in 1958. There was never a general merger condition for this property.

Mr. Schneider stated that this board is not in a position to rule on this. Mr. Sebia asked that Mr. Hanna should put his request in writing.

**Michelle Thomas, Weidner Way** stated that there is a lot of history for this property. In the nutshell the road has existed since 1961 in various states of repair. It is a pre-existing road and has been a macadam road.

**Sara Shick, 1201 Davis Lane** commented on one brief point. One of the things the planning commission was asked to do was to discuss a lot line change between the two lots that she owns at the end of Weidner Way which went through a conditional use, no other lots were discussed.

**Michele Thomas, Weidner Way** just wanted to point out that the conditional use that Sara spoke about was null and void and has been for about 10 years.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Dulchinos; second by Mr. Couris. *Motion carries unanimously.*

Meeting adjourned at 8:35 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary



**West Vincent Township  
Board of Supervisors Meeting**

**September 3, 2019 7:00 PM**

Attendance: Chairman Michael Schneider, Vice Chairman, Bernie Couris; Member George Dulchinos; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary

Chairman Schneider called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Couris to approve the minutes of August 19, 2019; second by Mr. Dulchinos.

There being no comments or questions on the minutes, *MOTION carries unanimously.*

**REPORTS:**

**Manager's Report:** Ms. Batdorf reviewed the report. Report was acknowledged as received. Highlights of the report include thank you's to the many individuals and agencies for their contributions to another successful event - the Citadel Country Spirit Music Festival which was held on August 23<sup>rd</sup> through 25<sup>th</sup>. The Township will be sponsoring a free shredding event on September 7<sup>th</sup> in the Township Parking Lot. There will be two Public Hearings at the next Board of Supervisors Meeting on 9/16; these pertain to the proposed adoption of the Phoenixville Regional Comprehensive Plan, as well as the approval of the Agricultural Security Area Application of Christine and Christopher McGowan, 2127 Flowing Springs Road. The Sustainability Committee is holding their annual Sustainability Fair on October 19<sup>th</sup> from 10:00AM until 3:00PM. Bids for the demolition of the Bryn Coed Buildings are due on October 7<sup>th</sup>, 2019 with a mandatory pre-bid meeting to be held on September 10<sup>th</sup>. Snow & Ice Bids are due to the Township on Wednesday, September 11<sup>th</sup>. The Bryn Coed trail is having a soft opening on Saturday, September 7<sup>th</sup> at 10:00AM. Thank you's go out to all the Trail Clearing Volunteers and project lead, Bill Holderness for their tremendous efforts to prepare the Nature Trail.

The County will be closing the Bertolet School Road Bridge for structural repairs starting September 6<sup>th</sup>. It will be closed daily from 9:00AM to 2:00PM for about six weeks.

The Building and Zoning Department processed 24 permit applications in the month of August; the Finance Department July Reports are complete and staff is working on the development of the 2020 Budget. Public Works installed the meter pit at the community garden and the permanent water source will be operational in the next few weeks.

Martin Paving has completed the chip seal application to Township roads and are scheduling the final sweep of the roads for Friday and the Fog Seal application will be scheduled for Monday. Paving and drainage improvements are now underway with Berg Construction. Mr. Schneider asked what the final bill is for the water installation at the community garden; Ms. Batdorf said she did not have a final bill, but that it should be around \$4,000. There may be a few more expenses so it may be between \$4,000 and \$5,000.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated September 3, 2019, in the amount of \$141,786.90; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road** had two comments. He noticed there is an item on the bills list from Arro Engineering regarding the Chip Seal. He went down Marigold Court and he was impressed at how fine and small the chips were. Also, for Richard Grubb Associates, which is historical documentation on the Bryn Coed Barn and Complex, when is the report supposed to be available?

Mr. Schneider asked if the bill for the Chip Seal from Arro is going to be the only bill. Ms. Batdorf said that bid documents had to be generated and there was also inspection time. There may be another bill. There was an invoice prior for the generation of the bid documents. Mr. Schneider asked also about the Bryn Coed bill; what did they do there? Ms. Batdorf said they were the bid documents for the demolition.

**John Eldridge, 1634 Hilltop Road** asked if Arro has a certain hourly rate or does it vary by person. Is there a general number? Ms. Batdorf referred Mr. Eldridge to the fee schedule to see the hourly rates.

**Sara Shick, 1201 Davis Lane** questioned the bill from The Water Guy. Do we still not have potable water at the Township Building? Regarding engineering for 46 Weidner Way, she didn't know that number. Ms. Batdorf will check on that address.

Mr. Schneider questioned the Arro bill for Impact Entertainment; is that for the concert? Ms. Batdorf said that is for the Stormwater and Grading Permit for the review fees for the improvements that they did.

**John Eldridge** said that under Arro it says CAP. Is that Capital Expenditures? Ms. Batdorf said that this is related to the Road Improvement Program. Mr. Eldridge said that so far there has been \$70,000. Has that all gone through this bills list? Last year you didn't put all the expenses on to the other funds.

**Lee Johnson, 106 Marigold Court** wanted to thank the township for the maintenance on his road. He has examples of the stones that he picked up by hand today. He feels that it is more like a gravel road now than a finished road. Their kids can't ride bikes on it and they can't walk the dogs. He went out to get estimates for top coats which range about \$2,000 to \$4,000. He just wanted to pass that on as a potential solution. The residents there were opposed to the chip seal at the beginning; he wanted to voice his opinion of the job and feels that it is not satisfactory. He moved in about three years ago. Apparently Toll Bros. built the community about 14 years ago and the road apparently did not get a topcoat of asphalt. He would appreciate if someone could look into it and let him know.

There being no further comments or questions, *MOTION carries unanimously*

Announcements: None.

Correspondence:

Request from Kimberton Hunt Club to Park & Use Bryn Coed Park - MOTION by Mr. Couris to authorize the Kimberton Hunt Club to park and use Bryn Coed Park; second by Mr. Dulchinos.

**Maria Holderness, 958 Jaine Lane** asked what they were using it for. On Saturday there were horses riding on the trail that they just finished and broke out the stuff that was bench cut. Her family was back in there fixing the trail again. Have we found out if Natural Lands thinks it's o.k. for fox hunting? There is no trespassing signs all over Natural Lands property.

Mr. Couris said that his recollection is that Natural Lands was up in the air on public use, so there has not be any decision made. Ms. Batdorf said the letter asks for allowance to park approximately 8 horse trailers twice per month to use Natural Lands property for their fox hunting.

**Maria Holderness** asked how the Kimberton Hunt Club will get to Natural Lands property since they can't use our trails. Do they have specific dates? She is taking over the Fall Festival planning and the plan is to do something every Saturday there.

Mr. Couris rescinds the **MOTION** to allow Kimberton Hunt Club authorization to park and use Bryn Coed Park; second by Mr. Dulchinos. *MOTION to rescind carries unanimously.*

**Brian Curry, 512 Blackhorse Road** asked Maria Holderness if she remembers if any of the horse people helped build the trail. Should the trail be marked to not bring horses on the trail? Maria Holderness put some signs up that says no horses. Mr. Schneider said that the township has no one who will police it. It needs to be designed so that horses can't use it. Mr. Curry suggested putting up game cameras to see whether horses are using it.

**Sara Shick, 1201 Davis Lane** asked for those who have not been clearing the trails; is the trail for pedestrians and bicycles and will the equestrian trail will be done another time? Maria Holderness said that the equestrian trails already exist, which are where the buildings are. It is too dangerous to allow people to use them now while the buildings are still up. The horse trails will be open once the buildings are down and it's safe. Ms. Shick asked if the orange fencing is the demarcation of areas where the trail exists. Mr. Schneider said no, the fencing is to keep people away from the buildings.

**Presentation:** None.

**Subdivision/Land Development:**

**Old Business:** None.

**New Business:**

**2019 Road Program - Change Order Approval** – **MOTION** by Mr. Couris to approve the 2019 Road Program Change Order for a deduction of \$2,257.50 for a change in pipe size for Kimberton Road; second by Mr. Dulchinos.

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

**Final Payment Recommendation for DiRocco Construction - Flint Road & Schoolhouse Lane 2018 Road Program** – **MOTION** to approve the Final Payment for the 2018 Road Program in the amount of \$45,005.85 to DiRocco Brothers, Inc.; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road asked what the delays were on this. Ms. Batdorf said that it was scheduling DiRocco to come back. Scheduling in April and May and working on coordinating with Natural Lands and working out some drainage issues.

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

**Township Insurance Renewals – General, Property Liability and Worker’s Compensation Coverage – Motion** by Mr. Couris to approve the Municipal Insurance Policy coverage from 9/11/2019 through 9/11/2020 for General Property Liability through Old Republic and Worker’s Compensation & Public Law 477 through Amtrust for a total amount of \$98,320.00; second by Mr. Dulchinos.

Barry DiLiberò asked if this was the same company or different. Ms. Batdorf stated this year we received two proposals. For many years the Township used Francis Hall as the broker. We also looked at a Municipal Pool through Delaware Valley Health Trust, which the township is a member of. The difference between a Trust and an Independent Agent is a two year commitment required when joining the Trust. An independent agent offers flexibility of going year to year and choose more of a menu in terms of coverage. With a Trust you can receive multi-trust discounts but you must adopt an ordinance. Delaware Valley Health Trust came in at \$105,570.00 and Francis Hall, Old Republic came in at \$98,320.00. Mr. DiLiberò asked since it went down quite a bit, what changed? Mr. Schneider asked if we’ve ever been shopping against Francis Hall. Mr. DiLiberò also commented that this does not reflect well on a company that doesn’t look out for their customers. He would keep an eye on Francis Hall every year.

Yvonne Evans Brownlee, 2843 Flowing Springs Road agrees with Mr. DiLiberò on this. You have to stay on top of the insurance companies.

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

**Marjorie L. & Arthur P. Miller Fund, Request for Approval to Submit Grant Application for Bryn Coed Park Amenities – MOTION** by Mr. Couris to approve the submission of the Marjorie L. & Arthur P. Miller Fund Grant Application for Bryn Coed Park Amenities; second by Mr. Dulchinos.

Ms. Batdorf explained this grant application opportunity. This is a challenge grant of up to \$2,500, which is a matching grant. There is a short window for proposals which are due on September 15<sup>th</sup>.

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

**Public Comment on Non-Agenda Items:**

Davey Waters, 2443 Malehorn Road commented about the Carriage Drive went off on Sunday and went down Davis Lane and they crossed that dangerous bridge that was talked about. They put down stall mats down and it worked very well. One of the people involved said that he could put down a large rubber mat to cover the whole thing if the township maintenance folks would put it down.

Sara Shick, 1201 Davis Lane said that she talked with Dave Rosato and he will leave the two stall mats down for as long as the township allows it.

Mr. Schneider said to give Ms. Batdorf the information and she can talk to the Road Crew to see if they can do that.

Barry DiLibero asked where this bridge is on the Comp Plan as far as being redone. That bridge has been in bad shape for 20 years. He also wanted to comment about the volunteers who worked to do the amazing job on the trail. He was really proud to be part of that. Bill Holderness has really worked on this trail from designing it to completion. He is asking the Supervisors to consider naming the trail the Bill Holderness Trail.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. *Motion carries unanimously.*

Meeting adjourned at 7:45 PM

Respectfully Submitted,

Kathryn Shilleen  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**September 16, 2019 7:00 PM**

Attendance: Vice Chairman, Bernie Couris; Member George Dulchinos; Joe McGrory, Township Solicitor; Erica Batdorf, Township Manager; Kathryn Shillenn, Township Secretary  
Chairman Mike Schneider absent.

Vice Chairman Bernie Couris called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Dulchinos to approve the minutes of September 3, 2019; second by Mr. Couris.

There being no comments or questions on the minutes, *MOTION carries unanimously.*

**REPORTS:**

**Police Report:** Ms. Batdorf gave an overview of the Police Report, which was acknowledged as received.

**Bills List:**

**MOTION** by Mr. Dulchinos to approve the Bills List, dated September 16, 2019, in the amount of \$120,342.34; second by Mr. Couris.

Art Ewell, 972 Fellowship Road asked about the three traffic light repairs under Signal Services; are they all the same or different? Ms. Batdorf stated that the incidents are a result of traffic configuration issues related to the Hankin Town Center development.

Brian Curry, 512 Blackhorse Road asked about Bonell Industries; there is a tool for the grader. How does this tool work and what does it do? Ms. Batdorf said that this tool is for prepping for paving. It goes on the side of the grader blade to push soil to the side. Also, for Knox Equipment, there was a coring bit rental. This bores holes into the bottom of the pit in the parking lot. So we are trying to lower the water table under the parking lot and the fresh paving was for the work done?

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

**Treasurer's Report:** Ms. Batdorf gave an overview of the Treasurer's Report for July. All revenue for the year is on target for expenses; all is trending fine as far as tax receipts. All revenue for the year is on target. Expenses are variable, considering the projects the township is taking on.

**Announcements:** None.

**Correspondence:** None

**Presentation: U.S. Representative Chrissy Houlahan Citizen Outreach Presentation** - Kurtis Miller, Constituent Advocate for Chrissy Houlahan's office gave a presentation of many of the resources that her office provides and what assistance that she can offer to constituents.

**Subdivision/Land Development: 1414 Birchrun Road, Subdivision Extension Request** - MOTION by Mr. Dulchinos to approve the subdivision extension request for 1414 Birchrun Road for 60 days to expire on 11/14/19. Ms. Batdorf discussed this. This is a 12-lot Subdivision known as the Neff Property; also known as the Auldridge Farm Subdivision. Harry Price, who represents the Neff's, requested that the subdivision application be extended for another year. There is also a different subdivision for the same property, which was acknowledged and processed; this would create two 20 acre lots roughly. This goes before the Planning Commission this Thursday for review. Mr. Couris stated he will not vote on this extension; he would like to table this until Mr. Schneider has returned. Solicitor McGrory stated that with no extension, the subdivision does not go away. It means that they will be subject to the current ordinances. Ms. Batdorf stated that this extension expires for the 12-lot on 9/21/19. *There being no second to the MOTION, MOTION dies.*

Sara Shick, 1201 Davis Lane asked if this means that nothing further happens.

Brian Curry, 512 Blackhorse Road asked that if the 12 lot subdivision still exists, will it have to meet the current ordinance requirements.

Harry Price, Neff's Representative stated that if the two lot subdivision is approved, then the 12 lot subdivision rights would be relinquished.

Chelsea Fitzpatrick Bellay, 972 Jaine Lane asked where the access would be with either the 12 lots or the two lots.

**Old Business:** None.

**PUBLIC HEARING - The Adoption of the Phoenixville Regional Comprehensive Plan 2019 -**

Solicitor McGrory opened the public hearing by introducing the exhibits. Mr. Ed Theurkauf, the Plan Consultant for the Phoenixville Regional Comprehensive Plan gave a brief overview of the plan.

Brian Curry, 512 Blackhorse Road questioned several statements in the plan. Mr. Curry stated that he has attended many of the meetings regarding the plan and feels that there are things that are just flat wrong. He has a bad taste about this. Hopefully the items can be addressed when West Pikeland enters the group.

Mr. Theurkauf answered some of the questions and stated that with a new member entering this group, hopefully the letter that Mr. Curry wrote can be entertained for review of his comments.

With no other questions or comments the public hearing was closed.

Approval of Resolution No. 16-2019, Adoption of the Phoenixville Regional Comprehensive Plan - MOTION by Mr. Dulchinos to adopt Resolution No. 19-2019, The Phoenixville Regional Comprehensive Plan 2019; second by Mr. Couris.

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

PUBLIC HEARING - Approval of Application of Christopher and Christine McGowan, 2127 Flowing Springs Road for Addition of 13.6 Acres to the West Vincent Township Agricultural Security Area - Solicitor McGrory opened the Public Hearing by introducing the exhibits. Mr. Christopher McGowan answered questions pertaining to his property. With no questions or comments the public hearing was closed.

Approval of Resolution No. 17-2019, Adopting the Addition to the West Vincent Township Agricultural Security Area - 2127 Flowing Springs Road (McGowan) - MOTION by Mr. Dulchinos to approve Resolution No. 17-2019, Adopting addition to the West Vincent Township Agricultural Security Area, 2127 Flowing Springs Road (McGowan); second by Mr. Couris.

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

New Business:

Phoenixville Regional Comprehensive Planning Committee - Request for Letter of Support for West Pikeland Township's Application for Chester County Vision Partnership Grant - MOTION by Mr. Dulchinos to authorize the Township Manager to sign the Letter of Support for West Pikeland Township's Application for Chester County Vision Partnership Grant; second by Mr. Couris.

Ms. Batdorf gave an overview of this. West Pikeland is interested in joining the Phoenixville Regional Comprehensive Plan Committee and since the Plan was just adopted, it will need to be amended and this takes funding. West Vincent would be committing \$1,665 to the project cost.

Brian Curry, 512 Blackhorse Road asked what the Vision Grant would accomplish. Ms. Batdorf stated that the grant is a nice grant opportunity through the county for planning assistance. This grant would be for all of Mr. Theurkauf's work with West Pikeland to go through the process of opening up the plan and to go through the process of being adopted.

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

Award for the Snow and Ice Removal - MOTION by Mr. Dulchinos to award the bid for 2019/2020 Snow and Ice Removal to Oz Properties, as submitted; second by Mr. Couris.

Ms. Batdorf stated that the township received one bid. Oz properties increased their cost by 18% overall more than last year.

Brian Curry, 512 Blackhorse Road asked what was changed in the contract so that at least we received a bid. Ms. Batdorf stated that the performance bond requirement was taken out of the bid.

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



**Certify Township Minimum Municipal Obligation for Police Pension Plan for 2020 for the Pennsylvania Municipal Retirement System** - MOTION by Mr. Dulchinos to authorize the 2020 Minimum Municipal Obligation (MMO) of \$49,734.02 for the West Vincent Township Police Pension Plan; second by Mr. Couris.

Ms. Batdorf discussed this. This obligation of \$49,734.02 is very close to last year's. State Aid will be received very soon. Then we will come to the Board for the Non-Uniform Pension Plan. Mr. Couris asked if the pension plan is open for additional funding. Ms. Batdorf stated that this could be discussed at a later date.

**Brian Curry, 512 Blackhorse Road** stated that he understands what Mr. Couris asked.

There being no other comments or questions, *Motions carries unanimously.*

**Kimberton Hunt Club Request for Parking Access at Bryn Coed Township Park** - MOTION by Mr. Dulchinos to authorize access for parking to the Kimberton Hunt Club on the first and third Saturday for the months of September 2019 through March 2020; second by Mr. Couris.

Ms. Batdorf followed up to clarify with Kimberton Hunt where they will park their trailers. They will park on the left in the public parking lot. They only want access, they will not use the township park.

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

**Appoint a Member to the Park and Recreation Commission for the Term Set to Expire on 12/31/20** - MOTION by Mr. Dulchinos to appoint Belle Holderness to the Park and Recreation Commission for the remainder of the term set to expire on 12/31/20; second by Mr. Couris.

**Brian Curry, 512 Blackhorse Road** stated that it's great to have some youth on the Commission. She was out there as part of the trail building crew.

There being no other comments or questions, *Motions carries unanimously.*

**Public Comment on Non-Agenda Items:**

**John Eldridge, 1634 Hilltop Road** had some comments on the Treasurer's Report. Recently we compared this year to last year on the front page; it would be more appropriate to compare this year's activity to this year's budget. Also, if you have revenue and expenses you should have the net at the bottom. He also stated that the revenue is \$3,900,000 and our expenses are \$2,300,000. They seem to be way out of line; it would be more appropriate to comment on that. Things change

so much from year to year. He states that the township has spent 50% of the revenue so far and this seems to be way out of line.

**Art Ewell, 972 Fellowship Road** asked if the township has expanded the road crew yet.

**Belle Holderness, 958 Jaine Lane** wanted to let everyone know that she has taken over the fall festival for this year and is in need of volunteers. It will be at the new Bryn Coed Park. There will be a haunted trail. If you are interested, please let her know.

Mr. Couris congratulated the McGowan's for their acceptance in the Agricultural Security Area.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. *Motion carries unanimously.*

Meeting adjourned at 7:50 PM

Respectfully Submitted,

Kathryn Shillenn  
Township Secretary

**West Vincent Township  
Board of Supervisors Meeting**

**October 7, 2019 7:00 PM**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Joseph J. McGrory, Township Solicitor; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

Chairman Mike Schneider called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Couris to approve the minutes of September 16, 2019; second by Mr. Dulchinos.

There being no comments or questions on the minutes, *MOTION carries with one abstention by Mr. Schneider.*

**REPORTS:**

**Manager's Report:**

Ms. Batdorf provided a number of announcements including a report that PennDOT conducted a speed study in two locations in the Township including on Rt. 100/Conestoga Road and St. Matthews Road. PennDOT is authorizing the issuance of a speed limit reduction on Conestoga Road from Chester Springs Road west to Fairview Road as well as on St. Matthews Road from Conestoga Road north to Pughtown Road to 35 mph. Signs will be posted soon. Ms. Batdorf reported that the Township will host a new intern, Maria Morressi, a sophomore majoring in GIS/Planning at West Chester University who will begin with the Township this week through December 14, 2019 to assist the Township with document management. The Sustainability Committee will be hosting their Sustainability Fair on Saturday, October 19, 2019 from 10:00 a.m. – 3:00 p.m. at the West Vincent Elementary School at 2750 Conestoga Road. The Parks and Recreation Commission will hold a Fall Festival at the West Vincent Township Park at Bryn Coed on Saturday, October 26, 2019 from 2:00 p.m. – 6:00 p.m.

The Township's codification is in Final Draft, and is anticipated to be published in December in hard copy and through an online platform which will be available on our website called "E-Code 360." Ms. Batdorf extended appreciation to the Ludwig's Corner Fire Company among many other responding companies and volunteers for their response to the fire at the Griffith Farm property which occurred on the evening of September 25, 2019. At this juncture the cause of the fire is determined as inconclusive. Ms. Batdorf reported she attended the Chester County Municipal Stormwater Summit on September 20, 2019. The theme for 2019 was "Adapting to Changing Trends in Chester County - Growth, Rainfall Patterns, and Stormwater." Jan Bowers of the Chester County Water Resources Authority and several speakers provided an overview of county wide water conditions. The County is planning to update their Integrated Water Resources Plan, Watersheds, and the County - wide Act 167 Model Ordinance. Feedback regarding the evolving water resource needs will be solicited by the County for inclusion into this plan.

Ms. Batdorf reported that she also attended the Chester County Department of Emergency Services planning session held for Township Managers on September 23, 2019. Ms. Batdorf reported that in the Building and Zoning Department, thirty-two permit applications were processed in the month of September. Construction of the Weatherstone Town Center is in its final phase with a projected completion date of mid - November. In the Finance Department, the Year to Date vs. Actual August 2019 budget reports are complete and the 2020 Budget is in development. A new Quickbooks update is in progress as well. Martin Paving and Berg Construction are substantially complete with the Township's chip seal and road paving program. Staff recently met with the Penn State Center for Dirt and Gravel Road Studies regarding Jaine Lane. A report including options for surface options and drainage improvements will be presented to the Township in the near future. Township offices will be closed on Tuesday, November 5, 2019 for Election Day. Lastly, Ms. Batdorf wanted to report that on tonight's Bills List there is a \$25,700 payment to Nancy McLane which is due in conjunction with her Transferable Development Right (TDR) Agreement with the Township in 2010. Her agreement included a two-part transaction with her first two TDRS paid in 2010, and her third due in 2013, which was not paid. This obligation was brought to our attention and we are issuing payment to meet the terms of this agreement.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated October 7, 2019, in the amount of \$354,127.19; second by Mr. Dulchinos.

**John Eldridge, 1634 Hilltop Road**, stated that the \$80,000.00 in contributions to the fire companies is included on this meeting's bills list. Mr. Eldridge commented that nearly \$18,000 in bills for Building Code services is listed on the Bills List without much explanation and this is quite a bit of money. Ms. Batdorf commented that the total amount includes both zoning and our building code review services, and they are two separate contracts of Cedarville Engineering and Arro Consulting, Inc. Ms. Batdorf commented that these expenses are related to the inspection services related to zoning and building inspections and office hours at the Township.

**Sara Shick, 1201 Davis Lane**, inquired as to the total budget of the Fall Festival. Ms. Batdorf commented that the Fall Festival programming is approximately a few thousand dollars. Proceeds from the sponsorships of the Festival in the Park exceed the expenses for that event and can be used towards this program. Ms. Shick stated that if there were additional revenues why did the money not get used on the community garden? Mr. Schneider responded that the community garden does not generate additional income as an activity. Mr. Dulchinos commented that the community garden water connection is a capital improvement.

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

**Treasurer's Report:** Ms. Batdorf gave an overview of the Treasurer's Report for August. Revenue is on track for this time of year in comparison to budgeted figures and staff has observed a slight increase during the past month in building permit activity. In regard to expenditures the Township is below budgeted amounts in terms of spending but anticipates these values to change as projects finalize. Ms. Batdorf reported that the Township has contracted with Diane Patton, a

Quickbooks consultant, to reformat our chart of accounts to correspond with the PA Department of Community and Economic Development (DCED) audit report and standards. These improvements will also be reflected in the 2020 Budget. Michele Hogrelius, Township Treasurer, commented that this project will help streamline the accounts and provide more efficient and informative reporting.

**John Eldridge, 1634 Hilltop Road,** commented that we are \$700,000 below our planned expenditures for the year. Ms. Batdorf explained that we are planning to expend funds for projects in the pipeline and the variability of when projects advance such as Fellowship Trail. Mr. Eldridge commented that when the auditors completed their statements, they included two capital funds. Ms. Hogrelius reported we do have two capital funds, and moving forward in 2020 those accounts are separate and will be budgeted as separate accounts. Mr. Eldridge commented on the interest gained as a result of the investment in PLGIT and how that compares to rates at DNB Bank. Ms. Hogrelius commented that DNB has also been very competitive with interest rates. Mr. Eldridge commented that \$80,000 in engineering expenses have been expended from the capital fund for road projects but where are the expenses for this work? Ms. Batdorf explained the Board is set to approve initial payments for related projects. Mr. Eldridge inquired where Jaime Lane improvements stand, and Ms. Batdorf responded that staff is actively working on this project.

**Brian Curry, 512 Blackhorse Road,** asked when the Township parking lot was projected to be completed. Ms. Batdorf stated that she is receiving updated quotes for this work. Mr. Curry inquired as to how Quickbooks is set up. Ms. Hogrelius explained that the Township funds were managed in one company file, and now each fund is going to have a complete company file. Mr. Curry commented on the bills list and mentioned that the bills are available for review if a request is made to have a better explanation of detailed engineering review and legal activity. Mr. Curry also inquired as to the results of the Bryn Coed demolition bids. The preliminary results include that nine bids were received ranging from \$680,000 to \$2,000,000. Staff will be vetting the results and provide a recommendation to the Board of Supervisors. Mr. Curry inquired as to an estimate related to the annual tax bill for the day care facility completed last year and the Weatherstone development related to the budget process. Ms. Batdorf will report back.

**Announcements:** None.

**Correspondence:** A thank you letter was received by Dr. Donald J. Rosato to the West Vincent Township Police Department for their efforts to help with the Ludwig's corner Horse Show Carriage Drive in September.

**Subdivision/Land Development:** Ewing Tract/Toll Brothers: Sunderland Avenue Escrow Release No. 2

**MOTION** by Mr. Couris to approve Escrow Release #2 in the amount of \$366,667.70 for the Sunderland Avenue Toll Brothers construction project based on Arro Consulting's October 3, 2019 recommendation letter; second by Mr. Dulchinos.

**Sara Shick, 1201 Davis Lane,** asked for a project update. Ms. Batdorf indicated that Toll Brothers has completed site work but has yet to install required drainage for the project, but they are

looking to pave as soon as able. There is a possibility they may have to pave next year if the weather does not cooperate in 2019.

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

**Old Business:**

**Payment Recommendation Martin Paving - Chip Seal Project 2019 -**

MOTION by Mr. Couris to approve the payment recommendation number one for Martin Paving, Inc. in the amount of \$96,406.21 for the West Vincent Township Chip Seal project, as recommended in Arro Consulting's October 2, 2019 Payment Recommendation letter; second by Mr. Dulchinos.

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

**Payment Recommendation Berg Construction - Road Paving Program 2019 -**

MOTION by Mr. Couris to approve payment recommendation number one for Berg Construction in the amount of \$190,991.52 for the 2019 Road Paving Program, as recommended in Arro Consulting's October 2, 2019 Payment Recommendation letter; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, asked which roads were chip sealed and paved. Ms. Batdorf will post the list of roads improved through chip seal and paving on the website. Mr. Eldridge inquired as to the source of funding for both projects. Ms. Batdorf indicated that the chip seal is being paid out of the general fund and the paving is being paid out of the capital fund.

There being no additional comments or questions, *MOTION carries unanimously.*

**New Business:**

**West Vincent Land Trust - Conveyance of UUT Parcel 32-2-1E to West Vincent Township -**

MOTION by Mr. Couris to approve the conveyance of Upper Uwchlan Township Tax Parcel 32-2-1E from West Vincent Land Trust to West Vincent Township and authorize our Solicitor to prepare a Deed of Conveyance for the subject property; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, asked where this property is and why the Trust wants to convey this property. Ms. Batdorf responded that this parcel is located on Fellowship Road next to the Fellowship Trail and it is the Township's understanding that the Trust no longer wants to hold land in fee and the Township owns property adjoining this parcel.

Sara Shick, 1201 Davis Lane, asked about the gravel trail and conservation easement on the property. Mr. Schneider indicated that French & Pickering Creeks Conservation Trust, the holder of the easement, has interpreted the conversion of the gravel trail to a paved trail is allowable at this time.

There being no additional comments or questions, *MOTION carries unanimously.*

**Scantek Proposal for Scanning of Township Files -**

**MOTION** by Mr. Couris to approve the cost proposal in the amount of \$26,134.00 as presented by Scantek, Inc. for the Township's document scanning project; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road**, stated that this cost is above the required code for bidding. Ms. Batdorf indicated that this is a Costars approved vendor, and the vendor is now the host of our document management system, Laserfiche. Mr. Curry asked if the previous scanning of files was implemented successfully. Ms. Batdorf stated that the management and retrieval of those files are running well. The management of the existing files and potential disposal off site storage is a large project we are working on over time.

Mr. Dulchinos commented on the pricing regarding OCR related to the documents. This price depends on the quality of the images and can be evaluated once the vendor obtains the documents.

With no additional comments or questions, *MOTION carries unanimously.*

**Township Server System Replacement Proposal -**

**MOTION** by Mr. Couris to approve the cost proposal in the amount of \$10,030.00 as presented by Apex Computer Corporation for the replacement and installation of the Township's sewer system; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road**, asked if we are replacing two servers and the specifications. Ms. Batdorf explained that the Township is replacing two servers and will have double the existing data capacity.

With no additional questions or comments, *MOTION carries unanimously.*

**Evans Park Athletic Field Maintenance Proposal:**

**MOTION** by Mr. Couris to approve the cost proposal in the amount of \$6,875.00 as presented by Jones Turf Management, for the maintenance contract of the Evans Park athletic fields; second by Mr. Dulchinos.

Ms. Batdorf stated that Jones Turf Maintenance was the lowest quote received.

With no questions or comments, *MOTION carries unanimously.*

**Public Comment on Non - agenda items:**

**Harriet Stone, 1645 Birchrun Road**, commented that during this year's Election on November 5<sup>th</sup> that there is an effort to coordinate parking so that there are more parking spaces at the Township building for voters. Those working the election should park in the rear Township parking lot or athletic field parking lots.

**Ramray Saikam, 3033 Rainier Road,** reported that he appreciates the update on Sunderland Avenue construction and for staff's assistance with the school district's implementation of a bus stop at the Creekside community. Mr. Saikam also commented that the Quickbooks system is an organized and traceable system to use for accounting.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. **MOTION carries unanimously.**

Meeting adjourned at 7:55 PM

Respectfully Submitted,

Erica L. Batdorf  
Township Manager



**West Vincent Township  
Board of Supervisors Meeting**

**October 21, 2019 7:00 PM**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Joseph J. McGrory, Township Solicitor; Bryan Kulakowsky, Township Engineer; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

Chairman Schneider called the meeting to order at 7:07 p.m.

Chairman Schneider announced an executive session which occurred prior to the meeting at 6:00 p.m. to discuss matters of real estate, litigation, and personnel.

**MOTION** by Mr. Couris to approve the minutes of October 7, 2019; second by Mr. Dulchinos.

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

**REPORTS:**

**Police Report:**

Sergeant Austin Russell provided the Police Report for the month of September. Sergeant Russell reported there were a total of 167 calls for service in the month of September. The Department training including Child Protective Services Child Passenger Safety Training. The report was acknowledged as received.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated October 21, 2019 in the amount of \$353,586.72 second by Mr. Dulchinos.

Art Ewell, 972 Fellowship Road stated he observed the invoice paid to B&E Oil Services and inquired as to the possibility of the Township selling waste oil. Ms. Batdorf responded that she will take this suggestion under advisement with the Roadmaster.

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

**Announcements:** None.

**Correspondence:**

Ms. Batdorf reported that Ellen Scott, 1743 Flint Road, submitted a letter to the Township regarding traffic control on Flint Road. Mr. Schneider commented he would like to review a current evaluation of the traffic speed.

Brian Curry, 512 Blackhorse Road inquired as to the current speed limit of the road and asked how the speed is calculated. Ms. Batdorf responded that the Township uses a speed timing device for accurate speed assessment.

Ms. Scott addressed the Board and commented that since the paving and widening of the road has been completed, she has observed increased speeding on the road. The speed limit is set at 25 m.p.h. with cautionary speed limits of 15 m.p.h. in certain places. She indicated several of the residents and landowners on Flint Road are concerned with the traffic and recommended reviewing the possibility of speed humps, potentially a tabled kind to have a less impact on snow plowing. Ms. Scott stated she observes cars traveling at least 45 to 50 m.p.h. Ms. Scott observed the fact that a vehicle accident occurred and a utility pole was broken.

Art Ewell, 972 Fellowship Road commented that it only takes a car going 15 m.p.h. for a utility pole to break.

**Subdivision/Land Development:**

**2696 Horseshoe Trail, Patricia Morgera – Subdivision Application Acknowledge Receipt -**

The Board of Supervisors acknowledged the receipt of this subdivision application.

**352 Blackhorse Road, Robert Johnson – Request for Extension of Subdivision Application to February 17, 2020 -**

**MOTION** by Mr. Couris to approve the request for extension of subdivision application to February 17, 2020; second by Mr. Dulchinos.

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

**Lennar/Byers Station – Carriage Homes North Request for Bond Release -**

**MOTION** by Mr. Couris to approve Bond Release No. 2 for Lennar – Ewing Tract, Carriage Homes North in the amount of \$358,211.54, in accordance with Arro Consulting’s October 17, 2019 Recommendation Letter; second by Mr. Dulchinos.

Jesse Garrison, 3205 Krista Lane, addressed the Board and on behalf of the HOA requested the Board to hold off on approving the full amount of the escrow release as there are a number of outstanding issues with the development. Mr. Garrison indicated there are a number of drainage and road concerns. The basin and trenches are not draining properly.

Mr. Kulakowsky responded that his review letter Lennar has completed items on their punchlist sufficient for this request, however, Lennar still has \$362,000 left to finish this development. This release request pertains to the Carriage Homes North townhome section of the Byers Station development only. Mr. Garrison noted that paving is being completed in the townhome community and in the single family east section. There is damaged paving. Mr. Kulakowsky responded that the Township will review these issues and have Lennar perform repairs. Mr. Garrison also mentioned that there are issues with sewer manholes.

Mr. Kulakowsky also noted that any sewer improvements are managed under a separate bond, and subject to review by the Upper Uwchlan Township Sewer Authority.

With no other comments or questions, *MOTION carries unanimously.*

Old Business:

Jaine Lane Road Improvement Project Update –

Mr. Kulakowsky reported on a site meeting held October 2, 2019 with the PA Center for Dirt and Gravel Road Studies and PECO. Staff had met with the PA Center for Dirt and Gravel Road Studies regarding maintaining the road as gravel and using a driving surface aggregate and controlling stormwater. Mr. Kulakowsky noted that in keeping the road gravel, the total estimate for the recommended PennDOT approved aggregate is \$70,000 and the road would have to be regularly maintained. The aggregate would be installed along with required stormwater pipe and inlets. The PA Center for Dirt and Gravel Road Studies feels the Township will still have issues with drainage due to the slope of the road. If the Township is committed to keeping the road gravel, water bars would need to be installed with this method as well.

Secondly, Mr. Kulakowsky reported that PECO is able to conduct the pole relocation and removal of old poles on Jaine Lane in the 2<sup>nd</sup> quarter of 2020. The location of the pole relocation is a pinch point in the road, where the pole and a tree create very narrow road conditions for travel.

Sara Shick, 1201 Davis Lane inquired as to the size of the 24 inch pipes to be installed on Jaine Lane and safety for animals and children. Mr. Kulakowsky noted that these areas have to be left open to allow for the stormwater to be drained. Ms. Shick commented that existing gravel is dispersing on to property owner's land. Ms. Shick commented on liquid fuels requirements. Mr. Kulakowsky indicated that the minimum width of the road has to be 16 feet wide. Ms. Shick inquired as to disturbance to area woodlands in order to install adequate pipes. Mr. Kulakowsky indicated that the woodlands help with the spread and dissipation of water and the inlets and pipe would be designed to be installed in the right of way.

Steve Dominic, commented that he walks Jaine Lane often, and noticed over the years the stormwater inlets now installed currently on the road care filled with gravel and will continue to be clogged. Unless you pave the swale, the problem does not get solved.

John Eldridge, 1634 Hilltop Road, asked about using existing drains under the road. Mr. Kulakowsky is proposing new drainage with the road improvement design. In regard to Birchrun Road, PennDOT will need to be consulted as this intersection requires their coordination.

Maria Holderness, 958 Jaine Lane, asked if the Township is doing anything on the other side of the road. Mr. Kulakowsky indicated that the project is proposed to be completed in phases, with the first phase including the road improvements at the top of the hill on Jaine Lane to the intersection of Birchrun Road. The existing arch pipe under Birchrun Road will be addressed in a second phase of the project.

Mr. Schneider asked about the utilization of paved or slanted swales. Mr. Kulakowsky stated that armored swales are being reviewed. Additionally, even compacted stone with swales are a finer aggregate than paving that will wash off the road. Mr. Schneider inquired as to the width of the road. Mr. Kulakowsky noted that the road at 16 feet wide limits the disturbance to both

sides of the road. With an 18 foot wide road, the Township will need to address trees and other existing structures. The extent of the Phase I project is planned to begin at Birchrun Road and end just past the crest of the hill.

**Bryn Coed Demolition Project – Recommendation for Bid Award –**

MOTION by Mr. Couris to approve the bid award for the Bryn Coed demolition project to Reclaim Company, LLC, to include Alternates “A” and “C,” for a total bid price of \$680,187.02 in accordance with Arro Consulting’s October 18, 2019 recommendation letter; second by Mr. Dulchinos.

John Eldridge, 1643 Hilltop Road, asked what was included in the bid. Mr. Kulakowsky responded that the base bid includes all existing buildings including the cow palace, barns, silos, manure pits, tanks, concrete in the ground, and retain one maintenance building on site. Alternate A is to remove and dispose crushed concrete. Some concrete can be used on site for backfill and for the existing parking lot. Alternate C includes the demolition of two existing houses on St. Matthews Road.

Harriet Stone, 1645 Birchrun Road, asked if the historical documentation of the buildings has been done. Ms. Batdorf commented that this project is nearly complete.

Bill Holderness, 958 Jaine Lane, inquired as to existing easements for power lines. Mr. Kulakowsky indicated utility companies have permanent easements on the site as these utilities serve other property owners. Mr. Holderness indicated the lines are low in some areas and these issues should be conveyed. Ms. Batdorf will consult with the proper contacts on this issue.

Sara Shick, 1201 Davis Lane, inquired as to what fund will be used to offset the difference in the bid result and the open space maintenance fund account. Mr. Schneider commented that the Board may elect to use additional open space funds for this purpose in accordance with the open space law next year.

With no additional comments or questions, *MOTION carries unanimously.*

**New Business:**

**670 Birchrun Road (Tax Parcel # 25-7-5.1) – Request for Approval of Board of Supervisors for Change in Use of Structures per Declaration of Restrictive Covenant and Easement and Approval of Exterior Modifications per Weatherstone Settlement Agreement -**

Scott Risbon, owner of 670 Birchrun Road, addressed the Board and stated he was present to ask for approval of changing the use of his existing barn and structures in accordance with a Restrictive Covenant on his property, as well as ask the Board for approval to make exterior modifications in accordance with the Weatherstone Settlement Agreement. Mr. Risbon stated he is looking to convert the barn to four townhouse style apartments.

**MOTION** by Mr. Couris to approve the reuse of the barn located at 670 Birchrun Road, owned by Scott Risbon for the purpose of the property owner's proposed barn conversion project; second by Mr. Dulchinos.

Mr. Schneider indicated that the Board would like the Historical Commission to review the proposed exterior modifications planned for the barn before the Board makes a decision on this item.

**Jim Helm, 2563 Veronica Drive**, reported on behalf of the Historical Commission. Mr. Helm commented that they have no objection to the waiver for use in line with the covenant, and no issue with the exterior modifications, but wants the project to adhere to the Standards for Rehabilitation Ordinance guidelines.

Mr. Schneider commented that if the Board approved the request to approve exterior modifications per the Weatherstone Settlement Agreement, Mr. Risbon would not have to follow the Ordinance requirements. Mr. Dulchinos commented that at the Historical Commission they knew Mr. Risbon was going to be requesting an approval on use, but not the approval regarding the exterior modifications. Mr. Helm stated that the Commission did discuss the subject briefly, and concluded the Rehabilitation Standards in the Ordinance should be applied to all projects. Mr. Risbon will need to comply with building code and the Ordinance, and this will require collaboration.

**MOTION** by Mr. Couris to rescind the previous motion; seconded by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**MOTION** by Mr. Couris to approve the reuse of the barn and structures and approve of proposed exterior modifications to the barn and related structure located at 670 Birchrun Road, owned by Scott Risbon for the purpose of the property owner's proposed barn conversion project; seconded by Mr. Dulchinos.

Mr. McGrory stated that by granting approval through the Weatherstone Settlement Agreement, Mr. Risbon technically does not have to adhere to Ordinance requirements. Does the Board know what exterior improvements are being approved? Mr. Risbon commented that he needs to meet code requirements but does not have an objection to adhering to the process described.

Mr. Helm commented that the Ordinance is not specific and there are characterizations of the Standards to be met. The Standards would say to adhere to the historical character of the building such as windows, doors, or roofing. Mr. Dulchinos commented that regardless of the Settlement Agreement the process should be the same for all projects of this type. Mr. McGrory commented that is important for the Board to understand fully what they are permitting Mr. Risbon to do under this request. Mr. McGrory stated that approval through the Weatherstone Settlement Agreement gives Mr. Risbon full relief, and he technically does not have to follow existing Ordinances.

Mr. Risbon has come before the Historical Commission for preliminary comment based on conceptual plans. Ms. Batdorf indicated that a formal land development application needs to be

submitted. Mr. Risbon explained he is looking to install two front doors, with two interior doors with an alcove, windows by code, maintain the existing roof, and other improvements to fully convert the barn.

Sara Shick, 1201 Davis Lane, asked how the application would go to the Historical Commission for review. Ms. Batdorf responded that through the land development process the application would go to the Historical Commission and the Planning Commission.

Mr. Helm commented that the Commission has helped provide preliminary comment to Mr. Risbon as no formal application was officially submitted in accordance with the Ordinance process. Mr. Risbon is working to finalize these plans and will have them ready shortly. Mr. Schneider indicated that the best course of action is to have Mr. Risbon submit his land development application and with comment from the Commission the Board will review the request regarding exterior modifications.

Harriet Stone, 1645 Hilltop Road inquired as to the status of the equipment barn and repairs. Mr. Risbon responded that his plan is to complete the repair and put a roof on the structure after the barn is complete. Ms. Stone is interested in seeing Mr. Risbon protect this structure.

**MOTION** by Mr. Couris to rescind the last motion; seconded by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**MOTION** by Mr. Couris to approve the reuse of the barn, located at 670 Birchrun Road owned by Scott Risbon for the purpose of the property owner's barn conversation project; second by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**Non - uniformed Employee Pension Plan Payment 2019 -**

**MOTION** by Mr. Couris to approve the Township's non uniformed pension payment in the total amount of \$31,921.08 in state aid for 2019; second by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**Police Department Vehicle Replacement Costars Proposal -**

**MOTION** by Mr. Couris to approve the COSTARS cost proposal for the purchase of a 2020 Chevrolet Tahoe, including police outfitting, in the total amount of \$48,201.00, from Patriot Chevrolet and TRM Outfitters; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road, inquired as to the disposal or reuse of existing police equipment in the vehicles which are replaced. Ms. Batdorf will confer with the Chief but believes this equipment is refurbished to the extent possible during vehicle replacement.

Art Ewell, 972 Fellowship Road, asked what truck was being replaced in the Police Department, and when the Building Department truck is planned to be replaced. Ms. Batdorf responded that

the vehicle replacement is for the 2014 Dodge Ram, and she has included the Building Department vehicle replacement in the draft 2020 Budget.

With no additional comments or questions, *MOTION carries unanimously.*

**Evans Park Tree Maintenance Proposal -**

Suzanne Nastase, member of the Parks & Recreation Commission recently met with three different companies to inspect Evans Parks and develop a proposal for tree maintenance.

Ms. Nastase stated that there has been concern trees are dying, existing invasive vines are hurting the trees, ash bore and spotted lantern flies are harming trees, and roots need to be maintained. Additionally, roots require remediation. Ms. Nastase wanted to make sure the overall health of the trees was reviewed. Ms. Nastase indicated that she proposed we hold off on any insect treatment until next year. Ms. Nastase proposes we address the removal of invasive vines and have the root beds of the trees addressed. Given this recommendation, Ms. Batdorf reviewed the cost proposals and indicated that John Ward's proposal of \$7,545.00 was the lowest.

**MOTION** by Mr. Couris to approve the cost proposal in the amount of \$7,545.00 by John Ward for tree maintenance at Evans Park; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road**, commented that this is good progress.

With no additional comments or questions, *MOTION carries unanimously.*

**Public Comment on Non - agenda items:**

**Susan Nastase, 120 Windgate Drive**, observed that after events at Evans Park the porta potties should be serviced. Ms. Nastase recommends that for future events the porta potties should be serviced.

**Barry Dilibero** asked the Board if the Township meeting room is available for Thursday, October 24, 2019 from 7:00 p.m. - 9:00 p.m. Ms. Hogrelius indicated the room is available. Mr. Dilibero announced that he would like to hold a meeting of the Republican Committee for a Question and Answer Session.

Ms. Batdorf announced that the Fall Festival is being held at the West Vincent Township Park at Bryn Coed on Saturday, October 26, 2019 from 2:00 p.m. - 6:00 p.m. Belle Holderness, member of the Parks & Recreation Commission, announced that the group needs volunteers.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. *MOTION carries unanimously.*

Meeting adjourned at 8:31 PM

Respectfully Submitted,

Erica L. Batdorf  
Township Manager





**West Vincent Township  
Board of Supervisors Meeting**

**November 4, 2019                      7:00 p.m.**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

Chairman Schneider called the meeting to order at 7:00 p.m.

**MOTION** by Mr. Couris to approve the minutes of October 21, 2019; second by Mr. Dulchinos.

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

**REPORTS:**

**Manager's Report:**

Ms. Batdorf presented her Manager's Report for the month. The Phoenixville Regional Planning Committee met during the month and the vision partnership program grant application to included West Pikeland Township in the Comprehensive Plan has been submitted to the Chester County Planning Commission. Ms. Batdorf reported the Sustainability Fair took place on October 19, 2019 and the Fall Festival took place at the Township's Bryn Coed Park on October 26, 2019. Ms. Batdorf reported that the Township building will be closed for Election Day on November 5, 2019 and will be closed for the Thanksgiving holiday on November 28, 2019 and November 29, 2019. Ms. Batdorf announced that Richard Grubb & Associates recently completed the historical documentation of the Bryn Coed Farm complex which is available for review on the Township website. Ms. Batdorf noted the Township's Fall Newsletter has been issued, provided reports on various Department activity and concluded with an update that a preconstruction meeting will be scheduled with Reclaim, Inc. in the near future.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated October 21, 2019 in the amount of \$109,757.61 second by Mr. Dulchinos.

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

**Treasurer's Report:**

Ms. Batdorf presented the Treasurer's Report for the month. Ms. Batdorf reported revenues are on track for the year and state aid relief for pension as well as fireman's relief funds were received in September. Ms. Batdorf explained that anticipated expenses for projects such as the Fellowship Trail Phase II project and amenities for Bryn Coed Park which were budgeted for 2019 will likely not be expended by year end. Ms. Batdorf reviewed the total fund balances for the Township.

**Mr. Brian Curry, 512 Blackhorse Road,** commented on building permit activity that does not pertain to new construction and asked Ms. Batdorf if there is a way to estimate this typical building permit activity for the Township on an annual basis. Ms. Batdorf commented that

activity is variable due to market conditions and dependent upon the property owner. Ms. Batdorf stated she will take this question under advisement.

**Mr. John Eldridge, 1634 Hilltop Road**, commented on the Treasurer's Report and indicated that it was issued late and there are discrepancies between the Newsletter report and the Treasurer's Report that should be reviewed. Mr. Eldridge commented on the quality of the reports and stated they are very difficult to read given the text size and color font. Ms. Hogrelius responded that the reports are generated through Quickbooks and she has tried several methods to improve the appearance and readability of the reports.

**Announcements:** None.

**Correspondence:**

Ms. Batdorf reported that the Herb Society donated \$200.00 to the Environmental Advisory Commission for the continuance of the Township's native pollinator program as a thank you for allowing the committee to use the Township meeting room for their meetings.

**Presentation:**

**West Vincent Township Return on Environment Study Presentation – Jeanne Ortiz, Audubon Society, John Rogers, Keystone Conservation Trust –**

Jeanne Ortiz, on behalf of the Audubon Society and John Rogers, of the Keystone Conservation Trust presented the West Vincent Township Return on Environment Study to the Board. Ms. Ortiz indicated that she had been working with staff and the Township Environmental Advisory Council on this project which has been entirely grant funded. Mr. Rogers explained that the purpose of this study is explain the financial value of the Township's natural environment. Mr. Roger's explained that in their analysis West Vincent Township's Annual Return on Environment is significant and provides a substantial value in the natural system services, value of existing riparian buffers, outdoor recreation, and health care cost savings attributed to open space and exercise. The study itself can help inform decision making on land use, tourism, infrastructure, development, and recreation. Ms. Ortiz presented an interactive web-based map tool which will depict the Return on Environment study area once the project is finalized.

**2020 Draft Budget Presentation –**

Ms. Batdorf presented an overview of the proposed draft 2020 budget. Ms. Batdorf reviewed the goals for the budget including providing for a specific work plan for operations and implementation of Board policies through the following year. Ms. Batdorf stated the proposed budget does not call for an increase in taxes and the General Fund is budgeted to produce a net income of \$64,743.00. Overall the General Fund will remain at similar levels as compared to 2019, with overall revenue anticipated to decrease by 1%, for a total of \$4,356,950.00 while General Fund expenses at a total of \$4,292,207.00 are budgeted with a decrease of 2% compared to 2019 budgeted figures. The proposed balanced Liquid Fuels Fund is \$248,652.00, Open Space Fund is \$1,530,000.00, and Sewer Fund is \$55,000.00, to remain similar to 2019 budgeted figures. The Capital Fund is proposed to be separated into two funds including a Capital Road Fund, with anticipated revenues of \$1,570,000.00, expenses of \$1,500,000.00, with a net income of \$70,000.00,

and a balanced Capital Reserve Fund of \$115,000. Ms. Batdorf indicated that the draft budget is posted for review and comment.

**John Eldridge, 1643 Hilltop Road**, asked what the Capital Budget entails. Ms. Batdorf explained that the two new Capital Fund budgets are splitting the existing Capital Fund into two distinctive funds for Capital Road and Capital Reserve projects. The Capital Road Fund will be used for road projects while the Capital Reserve is proposed to be used for facility needs. Mr. Eldridge asked if any new staff would be hired in the next year. Ms. Batdorf indicated there are no new staff positions included in this budget.

**Brian Curry, 512 Blackhorse Road**, asked about server replacement and upgrades in the budget. Ms. Batdorf responded that the servers will be replaced soon, recovery testing will be conducted, and these expenses are included in the proposed budget. Mr. Curry also indicated with the upgrade of our servers it would be worth exploring multi media for the meeting room.

**Subdivision/Land Development:**

**1830 St. Matthews Road - Amanda Maxwell - Subdivision Extension Request -**

**MOTION** by Mr. Couris to approve the subdivision extension request for Amanda Maxwell, 1830 St. Matthews Road, through July 17, 2020; second by Mr. Dulchinos.

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

**1414 Birchrun Road, Neff Subdivision Resolution for Final Approval -**

**MOTION** by Mr. Couris to approve Resolution No. 15-2019 approving the minor subdivision application of 1123 Jaine Lane, Tax Parcel #25-3-101.B; second by Mr. Dulchinos.

Ms. Batdorf noted the Resolution reflects the accurate address assigned to the parcel being subdivided in Chester County records.

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

**Old Business:**

**Payment Recommendation No. 2 Berg Construction 2019 Road Program -**

**MOTION** by Mr. Couris to approve Payment Recommendation No. 2 in the amount of \$359,446.68 to Berg Construction in accordance with Arro Consulting's October 31, 2019 recommendation letter; second by Mr. Dulchinos.

With no additional comments or questions, *MOTION carries unanimously.*

**New Business:** None.

**Public Comment:**

**Yvonne Evans - Brownlee, 2843 Flowing Springs Road**, asked if there was an issue with the Township email list as she heard a list was leaked. Ms. Batdorf responded that she was not aware of any breach of information or issues with the Township's email list.

**Ted Mollegen**, stated that he will be posting his thoughts regarding the campaign of Mr. Dulchinos on his personal Facebook page on Election Day.

Mr. Couris commented on the Township's Meeting Room Use Policy. Mr. Couris stated that at the last meeting when asked about the use of the meeting room for a political activity he was not aware the Township had a policy which did not permit this use. Ms. Batdorf will review the policies regarding Township meeting room and facility use and offer recommendations to the Board for consideration.

**Harriet Stone, 1645 Birchrun Road**, wanted to remind everyone that Election Day parking for volunteers and those officials working the election has been coordinated for the rear Township lot and upper park lot, to allow for more spaces for voters at the Township parking lot.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. **MOTION carries unanimously.**

Meeting adjourned at 8:19 PM

Respectfully Submitted,

Erica L. Batdorf  
Township Manager

**West Vincent Township  
Board of Supervisors Meeting**

**November 18, 2019                      7:00 p.m.**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Erica Batdorf, Township Manager; Michele Hogrelius, Township Treasurer. Absent: Kathryn Shillenn, Township Secretary.

Chairman Schneider called the meeting to order at 7:00 p.m.

Chairman Schneider announced that an Executive Session was held before the Board of Supervisors meeting at 4:30 p.m. to discuss litigation.

**MOTION** by Mr. Couris to approve the minutes of November 4, 2019; second by Mr. Dulchinos.

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

**REPORTS:**

**Police Report:**

Police Chief Swinger read his report. Report acknowledged as received.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated November 18, 2019 in the amount of \$1,017,293.03; second by Mr. Dulchinos.

Sara Shick, 1201 Davis Lane stated that normally the full bills list is read, not just the total. Mr. Schneider asked if she meant the reimbursables vs. capital vs. open space. Mr. Schneider read the complete list of totals. Ms. Shick also asked about the Nationwide Trust Co. on the reimbursables. Where is this reimbursed from? Ms. Batdorf stated that this is from the State Pension Aid. This year it covered all of our non-uniformed obligations for the pension.

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

**Announcements:** None.

**Correspondence:** None.

**Presentation:** None.

**Subdivision/Land Development:**

670 Birchrun Road Land Development - Acknowledge Receipt of Application - Receipt acknowledged by the Board of Supervisors.

352 Blackhorse Road Subdivision - Request for Waiver of Historical Impact Study Requirement - MOTION by Mr. Couris to grant the waiver for the Historical Impact Study; second by Mr. Dulchinos.

**Jim Helm, Chair of the Historic Commission** - The Historic Commission did recommend the applicant complete a Historic Impact Study, but only four components. The four components were to document existing conditions, overview of the historic development over time, create a statement of historical significance and a list of the recommendations to mitigate the steps. Mr. Couris asked if he had any idea of what the cost would be to the developer. Mr. Helm said that he did as they have a couple of informed members that do this type of work. It should be about \$2000 to \$2500. A full impact study would be about three or four times that amount. Mr. Couris asked if Mr. Helm was aware that the Planning Commission voted against this study. Mr. Helm stated that the developer came before the Historic Commission before they went before the Planning Commission. At that time they were not asking for a waiver. Three days later they went before the Planning Commission. Mr. Schneider asked what the purpose of the impact study is. Mr. Helm said the purpose is so that the applicant and the township can fully understand the history of the project. Part is documentation and then recommendations to the applicant on how to mitigate the project. Mr. Dulchinos doesn't see any reason for an impact study as there is nothing that the current applicant is doing that will affect the historic building.

**Harriet Stone, 1645 Birchrun Road** would just like to know what the historic issues or problems are and she hasn't heard that. She just wants to know what there is to be protected.

**Karl Brachowitz, 1286 Hollow Road** stated that he's been involved in historic preservation for 35 years. He thinks it's a bad idea to get involved with an impact study on this property for a subdivision. It makes no sense. A waiver for this study makes sense. Historic Commissions are an impediment to restoration. He encourages preservation, as a private endeavor.

**Sara Shick, 1201 Davis Lane** was curious as to whether the Historic Commission or engineer has visited the site. Do we really know of the extent of the history on the property?

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

Old Business:

Authorize Advertisement of DRAFT 2020 Budget - MOTION by Mr. Couris to authorize the advertisement of the 2020 DRAFT Budget; second by Mr. Dulchinos.

Ms. Batdorf stated that the budget has been slightly refined. Ms. Batdorf read through the numbers; the budget will be posted and available for public inspection for at least 20 days per township code.

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

New Business:

Green Valleys Watershed Association Request for 2019 Contribution - MOTION by Mr. Couris to authorize the Green Valleys Watershed Association request for a \$1,500 contribution for 2019; second by Mr. Dulchinos.

Karl Brachowitz 1286 Hollow Road asked if this is a general fund distribution for a specific project.

Brian Curry, 512 Blackhorse Road asked if Green Valleys does a solicitation to the residents of West Vincent for funds every year.

Harriet Stone, 1645 Birchrun Road stated that she doesn't think there is mailing to every resident or to everyone within the watersheds that they serve. They ask their members and also get grants and they are serving the township incredibly.

Brian Curry, 512 Blackhorse Road agrees with Mr. Schneider that an organization goes to government to get money from the residents in the area and not appealing to the residents.

Sara Shick, 1201 Davis Lane said the Treevitalize Grant she thinks is how Green Valleys is getting trees and shrubs; it needs to have matching funds so they are asking for a contribution from an outside agency which is why they are asking the township to put some money in. It is a donation to the Bryn Coed Park for vegetation.

John Eldridge noted an interesting comment in that the fire company solicits money from the residents and the township also gives them significant amounts money.

There being no further comments or questions, *MOTION carries 2-1, with Mr. Schneider voting no.*

Public Comment:

Karl Brachowitz, 1286 Blackhorse Road stated now that the election is over and the voting was pretty clear, will you be putting Sara Shick in the seat now or wait until the New Year. Mr. Schneider stated that it has to be the 6<sup>th</sup> of January at the Reorganization Meeting. Mr. Brachowitz stated that it doesn't have to be; Mr. Dulchinos can resign his seat warmer position right now and you can put Sara in the seat right now. It's easy to do. Mr. Couris objected to Mr. Brachowitz calling Mr. Dulchinos a seat warmer. Mr. Brachowitz stated that Mr. Dulchinos doesn't have a long history of great guidance to offer. It's just a statement of fact to move things along and get Ms. Shick up to speed. Best thing for the township is to move things along as quickly as possible. Mr. Couris stated that Ms. Shick is getting up to speed on things and she doesn't need to sit up here to do that. Mr. Brachowitz claims that the supervisors are now getting political. He feels that Mr. Dulchinos doesn't need to be in any more meetings or executive sessions. He feels that Ms. Shick's term should start. Will she be participating in executive sessions? Mr. Schneider stated that Ms. Shick will in the beginning of the year.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. **MOTION carries unanimously.**

Meeting adjourned at 7:40 PM

Respectfully Submitted,

Erica L. Batdorf  
Township Manager



**West Vincent Township  
Board of Supervisors Meeting**

**December 16, 2019                      7:00 p.m.**

Attendance: Chairman, Mike Schneider; Vice Chairman, Bernie Couris; Member George Dulchinos; Erica Batdorf, Township Manager, Kathryn Shillenn, Township Secretary

Chairman Schneider called the meeting to order at 7:00 p.m.

Chairman Schneider announced that an Executive Session was held on December 9, 2019 at 11:00 a.m. regarding Personnel.

**MOTION** by Mr. Couris to approve the minutes, of November 16, 2019, as submitted; second by Mr. Dulchinos.

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

**REPORTS:**

**Police Report:**

Ms. Batdorf presented Chief Swininger's report. Report acknowledged as received.

**Manager's Report:**

Ms. Batdorf presented her Manager's Report. The Phoenixville Regional Planning Committee met on December 11, 2019; Chester County approved the Vision Partnership Grant Award to the PRPC for planning assistance incorporating West Pikeland Township into the Regional Comprehensive Plan. The Township Emergency Management conducted their biannual Limerick Generating Station emergency drill on November 19, 2019 and received high marks by the PA Emergency Management Agency. The Township's Fall Intern, Maria Morresi completed her internship with the Township on December 3, 2019. She assisted the Township with the record retention project helping to organize the subdivision files. The Township is also seeking volunteers for a number of committee openings in 2020. The Township Office will be closed on December 24<sup>th</sup> and 25<sup>th</sup> and January 1<sup>st</sup> in observance of the Christmas and New Year's Day holidays. The Township's Reorganization and Regular Meeting will be held on Monday, January 6<sup>th</sup> at 7:00 p.m. and the Auditor's Meeting will be held on Tuesday, January 7, 2019 at 7:00 p.m. The Building and Zoning Department processed 29 permit applications processed in the month of November and the Grand Opening of the Wawa took place on November 14, 2019. In the Finance Department, the Year to Date vs. Actual October 2019 reports are complete. The 2020 Budget is slated for Board adoption December 16, 2019 and the Township's Auditor will begin field work in preparing for the 2019 Audit in January. The Public Works Department completed the installation of the water service for the community garden; the service will be operational for the 2020 garden season. In addition to regular road maintenance, the department met with Berg Construction to conduct a final inspection of paving and drainage improvements for the 2019 Road Program. New speed limit signs have been installed on Rt. 401 from Chester Springs Road to Fairview Road and St. Matthews Road from Rt. 401 to Pughtown Road reducing the speed

from 40 mph to 35 mph. Also, the Bryn Coed demolition project pre-construction meeting was held on December 10, 2019 with Reclaim, Inc. The project will start on January 6, 2020 through spring 2020.

**Bills List:**

**MOTION** by Mr. Couris to approve the Bills List, dated December 16, 2019 in the amount of \$122,852.91; second by Mr. Dulchinos.

Sara Shick, 1201 Davis Lane stated that an email she received from Brian said that some bills needed to be confirmed rather than approved. Mr. Schneider stated that the ratified bills are a total of \$20,656.49.

Brian Curry, 512 Blackhorse Road stated that there was a bill listed for Melanie Faddis. She is one of our new part time police officers.

Mr. Dulchinos asked if all of the items related to the Bryn Coed demolition are kept separately. Ms. Batdorf stated that they are not part of the Open Space demolition maintenance fund set aside; they are being expensed to the Bryan Coed Improvement line item in the general fund. Mr. Dulchinos asked if the historic survey is included as well.

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

**Treasurer's Report:** Ms. Batdorf presented the Treasurer's Report for the month of October. The Township is on track for a lot of the planned projects. Collections are doing well. Some of the larger expenses i.e. the road program has begun implementation so the liquid fuels fund in the October report shows the entire allocation has been used. In the November and December reports they will reflect the invoices of about \$400,000.00. The township is still on track with open space revenues and complete on liquid fuels. The township is still working through the dedication of the Courts of Chester Springs. The balance of all of the Township funds is \$11,165,213.15. The fund balance is still on track. The budget to actual summary by fund. Year to date revenue is on target. Expenditures are still a bit behind. Ms. Batdorf reviewed the different funds.

**Announcements:**

**Township Volunteer Positions Available** - Mr. Schneider stated that there are still positions available. Ms. Batdorf stated that she mentioned this in her manager's report.

**Correspondence:**

**Letter of Introduction of Meghan Lynch, new Manager of Henrietta Hankin Branch Library -** Ms. Batdorf explained that this is an introductory letter in which the new library manager wanted to introduce herself.

**Thank You Letter from Ludwig's Corner Fire Company to West Vincent Police Department for Participation in Annual Fire Prevention Open House** - Mr. Schneider stated that this is a thank you letter to the West Vincent Police Department for participation in the Fire Company's Annual Open House.

**Presentation:** None.

**Subdivision/Land Development:**

**Resolution No. 19-2019 - Final Plan Approval for Land Development, Scott Risbon, 670 Birchrun Road** - MOTION by Mr. Couris to approve Resolution No. 19-2019, Approval of Land Development of Scott Risbon, 670 Birchrun Road; second by Mr. Dulchinos.

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

**2969 Horseshoe Trail, Patricia Morgera - Request for Subdivision Extension** - MOTION by Mr. Couris to approve the Subdivision Extension Request for Patricia Morgera, 2969 Horseshoe Trail until March 17, 2020.

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

**Old Business:**

**Authorize Adoption of the 2020 Budget** - MOTION by Mr. Couris to authorize the adoption of the 2020 Township Budget as presented; second by Mr. Dulchinos.

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

**New Business:**

**Resolution No. 20-2019, Establishing the Real Estate Tax Rate for the Calendar Year 2020** - MOTION by Mr. Couris to approve Resolution No. 20-2019, Establishing the Real Estate Tax Rate for the Calendar Year 2020; second by Mr. Dulchinos.

**Brian Curry, 512 Blackhorse Road** asked whether the tax rate changed up or down.

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

**Review Cost Estimates for Backhoe Repair** - Ms. Batdorf stated that there is an issue with the backhoe. Options have been reviewed for the 2007 Case Backhoe. There is an option to do a rebuild of the rear casing or an option to replace the rear casing. The replacement of the rear casing is the better option. There are two quotes; Option #1 is Groff and this comes in at \$13,390.40 and Option #2 is Eagle Power Equipment at \$14,265. Mr. Couris questions the amount of hours on this backhoe, which is 4,176. That's a lot of work. Mr. Roy stated that it has a lot of miles, which is the difference.

**Brian Curry, 512 Blackhorse Road** asked about the factory rebuilds. They tend to be very fast to get in and get out. Do you tend to find that the rebuilds are in good condition? Are the rebuilds done by Case? Mr. Curry stated that it was mentioned that public works drives the backhoe rather than getting it moved. Mr. Schneider stated that there is 4100 hours, how many miles is it. Mr. Roy stated that there is not an odometer on a backhoe. Mr. Schneider asked that by driving the backhoe like the township does, is this wearing down the axle more than if it was trailered.

MOTION by Mr. Couris to purchase the original equipment manufacturer rear casing in the amount of \$13,390.40; second by Mr. Dulchinos.

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

**Bryn Coed Change Demolition Project Change Order #1** - MOTION to authorize the Reclaim Company, LLC Change Order in the amount of \$1,670.00; second by Mr. Dulchinos.

Ms. Batdorf said there was an asbestos inspection done on the main cow palace but not on the two homes on St. Matthews Road. The contractors requested this to sample for asbestos to do the demo properly.

Brian Curry, 512 Blackhorse Road stated that asbestos was mentioned. How about lead too?

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

Authorize the Advertisement of Meeting Schedule for 2020 – MOTION by Mr. Couris to authorize the advertisement of the 2020 Township Meeting Schedule; second by Mr. Dulchinos.

Sara Shick, 1201 Davis Lane asked if this is completely ready to go. The Sustainability Committee was looking at whether being on the third Tuesday, that maybe Sustainability should look at a different date. What did you decide to do for the PSATS meeting at the end of May?

Brian Curry, 512 Blackhorse Road stated that at the end of the year there were problems with the Open Space Review Board with holidays in both November and December. Have we looked at which ones change and consider this for the next year?

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

Authorize Township Management Staff 2019 Bonus Payments – MOTION by Mr. Couris to authorize the Township Management Staff Bonus Payments for 2019 to include the Township Manager \$2000, Township Secretary \$1500, Township Treasurer \$2500 and Township Building Inspector \$1000; second by Mr. Dulchinos.

Brian Curry, 512 Blackhorse Road asked if the requirements for getting a bonus published somewhere earlier in the year; is there some criteria that they need? Mr. Couris stated that it's very difficult and can be subjective. If someone performs above and beyond it should be recognized.

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

Public Comment:

Sara Shick, 1201 Davis Lane asked what the estimated cost of the police arbitration would be. Ms. Batdorf stated that it could be about \$20,000. Ms. Shick would like to postpone arbitration and go back and talk with the police association. Ms. Batdorf said that they are working through the contract negotiations. Mr. Schneider stated that there have been many discussions to try to avoid arbitration. Ms. Shick is asking for the board to sit down with police before arbitration. The two lawyers, police and township, have been working on getting this settled before going to arbitration. Mr. Schneider said there is one issue on the table and that is healthcare. Ms. Shick asked if there is a cap on this contract as proposed for the duration of the contract. Do the police understand this? Also, regarding volunteer applications, Ray Wenger submitted a volunteer application and it went into a black hole. He will be submitting an email with his request.

Jim Bergey, 1433 Birchrun Road wanted to review what the status of Jaine Lane is and what the plans for next year. Ms. Batdorf said that they were tasked with looking at potential for drainage improvements that would not include complete paving of Jaine Lane. The township received feedback from residents at the top of the hill and were trying to take that into account. The cost for any stone is still going to be an expensive issue. We are getting close to what the Board will be comfortable with. The project is on track and will be moving forward. Mr. Bergey asked about

the crossover to Birchrun. Ms. Batdorf said that will really be the second phase. The township is hoping that we are designing something that will meet the primary condition of the water rushing down making that terrible roadside condition into Birchrun and control that as a first step and evaluate that intersection.

Sara Shick, 1201 Davis Lane stated that it was Mr. Hall's property that brought her back to the microphone. You are talking about putting the water off over the hillside. That is an approved subdivision building lot that you're talking about sending water down on. That is why she asked the engineer to do a stormwater analysis on this.

Brian Curry, 512 Davis Lane said that he remembers that conversation with the engineer. He was talking about sheath flow.

Ray Wenger, 2130 Conestoga Road asked about lowering the speed limit between Chester Springs Road and St. Matthews Road. Have you thought about lowering the speed limit on Rt. 401 going the other way? He is starting to see more accidents there.

Davey Waters, 2434 Malehorn stated that in the bills list there were lots of bills for the community garden. The tank is gone, did we realize any money coming in from that. Ms. Batdorf stated that the township has the tank and we might be able to reuse the tank or sell it.

Jim Bergey, 1433 Birchrun Road commented on one more thing about Birchrun Road crossover; there is lots of sediment coming down into his overflow. Also the underpass doesn't work anymore, maybe you can send the backhoe to clean it out again.

Mr. Couris thanked Mr. Dulchinos for coming on board and working with the Supervisors. Mr. Schneider agreed.

There being no further discussion, the **MOTION** to adjourn was brought forward by Mr. Couris; second by Mr. Dulchinos. **MOTION carries unanimously.**

Meeting adjourned at 7:50 PM

Respectfully Submitted,

Kathy Shillenn  
Township Secretary