

West Vincent Township
Meeting Minutes - APPROVED
Board of Supervisors
October 21, 2024 7:00 PM

Attendance: Dana Alan, Chair; Bernie Couris, Member; Dave Onorato, Township Solicitor; Christina Casey, Township Secretary; **ABSENT:** Sara Shick, Vice Chair; Jim Wendelgass, Interim Manager

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

Executive Sessions: Mrs. Alan said an executive session was held October 17, 2024, for personnel.

Minutes:

MOTION by Mrs. Alan to approve the Minutes of September 16, 2024, and the minutes of October 7, 2024; second by Mr. Couris.

There being no comments or questions, Motion carries unanimously.

Announcements:

Mrs. Shick is unable to be here tonight as she is still recovering. Mr. Couris is under the weather so we will do our best to keep the meeting moving, and the order of the meeting will change to allow Mr. Couris an opportunity to leave as quickly as possible and put the Conditional Use hearing at the end.

The WVT Police Department received a \$33,000 Grant Award written by Officer Justin Fritz for a much-needed software upgrade..

The township is looking for volunteers to assist Parks & Recreation with planning Community Day on May 3, 2025.

Thank you to Turn 5, Inc., of Paoli for a \$300 donation to Litter Lifters.

Political signage regulatios surrounding placement of said signage on Township property is being enforced. No political signs are allowed to be placed on Township-owned property and parks.

Plastic Bag Ban did go into effect on Friday, October 18, 2024. West Vincent Elementary School did an art project related to this ordinance on that day.

Police Report:

Corporal Kane read the report. Report on file and will be posted on the Police website.

Treasurer's Report: None. Jim Wendelgass, Interim Manager, is away.

Expenditures/Bills List: None. Jim Wendelgass, Interim Manager, is away.

Manager's Report: None. Jim Wendelgass, Interim Manager, is away.

NEW BUSINESS:

Acknowledge Receipt of 2022 Audit from Maille, LLC -

MOTION by Mr. Couris to accept the 2022 Audit from Maille, LLC; second by Mrs. Alan.

George Dulchinos asked about the Forensic Audit that had been requisitioned in 2023. Chris Herr, Partner at Maille, LLC, noted that he was not sure of the scope of that audit since it was performed by Marcum and not Maille, LLC. Mr. Herr said his company performed testing to audit standards. Mrs. Alan noted that the results from Marcum are similar to Maille with regard to the escrows. Mr. Herr agreed that more than half of the audit adjustments were related to the escrows. Similar conversation followed on this front. Mr. Dulchinos asked what the ETA is for the 2023 audit. Mr. Herr acknowledged that the audit started approximately a week ago, and typical audits take approximately 3 months. Mr. Herr wants the 2023 audit done by Christmas. Jaime McVickar had questions regarding the changes between modified accrual versus modified cash accounting.

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

Approve proposal from Servitutti in the amount of \$826.99 for Fire Alarm System and monitoring service.

– Township was having issues with the security and fire systems. This company is already providing services and will make a more continuous service. **MOTION** by Mrs. Alan to approve the proposal from Servitutti in the amount of \$826.99 for Fire Alarm System and monitoring service; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Approve proposal from Servitutti in the amount of \$2,700.26 for Building Alarm Service and monitoring system

– **MOTION** by Mrs. Alan to approve the proposal from Servitutti in the amount of \$2,700.26 for Building Alarm Service and monitoring system; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously*

Approve proposal from Servitutti in the amount of \$978.96 for bringing office exit doors in administrative areas up to fire code

– **MOTION** by Mrs. Alan to approve the proposal from Servitutti in the amount of \$978.96 for bringing office exit doors in administrative areas up to fire code; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously*

Approve Bid from Cedar Hollow Recycling in the Amount of \$73,720 for 2025 Road Materials

– This was a submitted bid. **MOTION** by Mrs. Alan to approve the bid from Cedar Hollow Recycling in the amount of \$73,720; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Approve Purchase of two (2) TDRs from Jeff Butler, 1473 Saint Matthews Road, in the amount of \$64,000

– **MOTION** by Mrs. Alan to approve purchase of two (2) TDRs from Jeff

Butler, 1473 Saint Matthews Road, in the amount of \$64,000; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Approve Purchase of up to two (2) TDRs from Dickinson, 710 Fellowship Road, up to the amount of \$64,000 subject to engineering confirmation – They are in the middle of a lot line/subdivision as well, and they would like to do the TDRs ahead of that. We need to confirm whether it is one or two TDRs. We are agreeing to purchase up to two TDRs subject to engineering approval. **MOTION** by Mrs. Alan to approve purchase of up to two (2) TDRs from Dickinson, 710 Fellowship Road, up to the amount of \$64,000, subject to engineering confirmation of TDRs; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Approval to Advertise Ordinance No. 210-2024: Bamboo Ordinance – Mrs. Alan noted that a workshop may be needed. **MOTION** by Mrs. Alan to advertise Ordinance No. 210-2024: Bamboo Ordinance; second by Mr. Couris. Mr. Onorato said this ordinance will impact the Zoning code. It was decided this ordinance will be advertised for vote at the December 16, 2024, meeting. *There being no further comments or questions, Motion carries unanimously.*

Approval Proposal from Keystone Municipal Solutions for the Interim Treasurer Contract in the amount of \$140/hr for 20 to 30 hours per week – Mrs. Alan explained this is to have someone starting, hopefully, this upcoming Monday to help Mr. Wendelgass with the finances. Keystone is also looking for full-time replacements. **MOTION** by Mrs. Alan to approve proposal from Keystone Municipal Solutions for the Interim Treasurer Contract in the amount of \$140/hr for 20 to 30 hours per week; second by Mr. Couris. *There being no further comments or questions, Motion carries unanimously.*

Mr. Onorato asked Mr. Couris to appoint Mrs. Alan as Hearing Officer before he left the meeting for the Conditional Use application for 1414 Birchrun, LLC. Mr. Couris was so moved and made the MOTION. *Motion carries unanimously.* Mr. Couris left the meeting at 7:23pm.

2022 Audit (continued) - At this time, Mr. Herr was re-introduced to the meeting to take questions and give more information on the 2022 audit. Maille was appointed in April and issued the audit in September. First-year audits tend to be more complicated as they get to know the client. Maille reviewed hundreds of documents to arrive at their opinion. Along with the audited financial statement was a SAS-114 letter that addressed their responsibility to audit and deliver an audit opinion on the financials. The second page of the letter talked about “significant risks identified” but this does not indicate that something is necessarily wrong. The two items identified which were risk of management override of controls, and improper revenue recognition, are identified on every audit on every audit Maille does. Those risks exist at every entity. Everything was tested extensively to be comfortable that the accounts are properly presented. We disclosed a change in the accounting method to modified cash basis which is cleaner. The adjustments made to the financial statements were either related to the escrows or the conversion from modified accrual to modified cash basis. Overall, the books were in pretty good shape when received by Maille. Maille also issued a SAS-115 letter which is the findings or material deficiency in the audit. The escrow fund is kind of a mess. However,

Maille got comfortable with cash and used secondary schedule outside of QuickBooks that summarized ins/outs. A quick look at the QuickBooks escrow file for 2023 is much better. The biggest concern for the escrows is identifying a good list of who does the Township owe and who owes the Township. Both Mr. Herr and Mrs. Alan credited the previous manager for her contribution to advancing this audit.

Public Comment on Agenda and Non-Agenda Items

- Mr. McVickar wanted to know when the budget will be ready. Mrs. Alan noted there is a preliminary draft online but there are many items that still need to be identified and discussed. She expects that residents will find out more about the budget at the November BOS meeting. Mr. McVickar also requested a status on hiring for the Township. Mrs. Alan noted that the Township has signed 3 contracts with Keystone, the executive search firm, for the manager, treasurer and interim treasurer placements. The interim treasurer may start on Monday.
- Mr. Dulchinos noted that the Township is not allowing political signs on Township property. Mrs. Alan said it is a rule that has always been in place, and she supports enforcing the laws. She noted it has always been an issue and things need to be dealt with equitably. It was written about in the newsletter and online. Mr. Onorato noted it was not a supervisor-decision but done by the office with the knowledge of the supervisors.
- Steve Sladek was seeking an update on 2 projects around his property: fixing the broken culvert on School House Road; and placing “no parking” signs on Hollow Road between Hollow Road and Saint Matthews Road. Mr. Onorato will be looking at this.

No additional comments.

CONDITIONAL USE HEARING:

1414 Birchrun, LLC

Mr. Onorato opened Conditional Use Hearing on an application for 1414 Birchrun, LLC. The applicant requests to put stormwater piping in a 15%-25% Precautionary Slope District and Prohibitive Slope District over 25%. There is a Court Reporter available tonight who is recording the proceedings.

Mr. Onorato noted that before the owners can apply for the lot line change, they need to get approval for this conditional use.

Hearing is closed.

Mr. Onorato said a written decision will be rendered by the November 18, 2024, meeting.

There being no further comments or questions , the meeting adjourned at 8:07pm.

Respectfully Submitted,
Christina Casey
Township Secretary