

West Vincent Township
Meeting Minutes - APPROVED
Board of Supervisors
November 18, 2024 7:00 PM

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

Mrs. Alan called the meeting to order at 7:06pm.

Minutes:

The minutes for the October 21, 2024, are drafted and will be ratified at a future meeting since there is no quorum this evening. Minutes will be placed online once they are ratified.

Announcements:

- **Bridge Grant of \$2.36MM** (80% of estimated total project cost) for Buttonwood Bridge from the Delaware Valley Regional Planning Commission. It is estimated that the total cost should be around \$3MM.
- **CCATO 2024 Exceptional Township Award – Sustainability Project Category** - Chester County Association of Township Officials (“CCATO”) held their annual meeting on November 14, and our Township was presented an award resulting from our committees’ work on the single-use plastics ban; woodlands ordinance; Clean Energy Transition Plan; and educational sessions. Ms. Alan encouraged residents to participate in the Healthy Yard program survey through our EAC.
- **Engineers received 5 bids for Fellowship Trail Project;** bid will be awarded at December 16, 2024, BOS meeting. The lowest bid received was not too much lower than the previous bid received during the last bidding process with 1 bidder. The low bid was \$604,100. Our grant is for \$233K. WVT will still need to pay a sizable chunk for this project. The Township is looking to see if Open Space Funds can be used to pay the balance or possibly lower the weight load of the bridge to lower the cost of the project. George Dulchinos asked about the type of bridge Mrs. Alan was referencing. Mr. Onorato noted it is a foot bridge that the Road Crew requested to have a weight load able to handle a pickup truck for potential future maintenance to the trail, park and bridge. Mr. Dulchinos asked about using Open Space Funds for this project. Mr. Wendelgass said up to 25% of Open Space Funds can be used for maintenance and construction, so our contribution would be considered construction used to link the open space in Evans Park to the open space in Weatherstone.
- **Application for grant monies through Local Share Account Statewide – Department of Community and Economic Development** – Mr. Wendelgass noted that on a semi-irregular basis, a certain portion of state casino revenue is available as grant monies up to \$1mm for the purchase of equipment and programming. The township is looking to apply for grant funding to purchase Public Works equipment.
- **The Giving Tree** – Many thanks to Township residents Jan Nakahara and Tommy Lloyd for donating a 7’ reusable Christmas tree for our lobby. It is currently decorated

with numerous tags representing Christmas requests from recipients at Coventry Food Pantry. Residents can take a tag and purchase a gift for a local person in need by December 17.

Police Report:

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

Treasurer's Report: Mr. Wendelgass read the summary of funds as of October 31.

Expenditures/Bills List: Mrs. Alan noted that the Bills List could not be approved but will be ratified at a later date. Mr. Wendelgass said the total of the Bills List is \$494,548.11 which includes Firemans Relief of \$67K+; MMO payments of \$140,637; 401A contributions of \$48,100+.

Mr. Dulchinos asked for additional information on the 457 Pension Plan payments. He was interested in knowing what period the check covered and asked to get an answer to this. Mr. Dulchinos also asked about a \$4,200 payment to Marcum. It was the final payment of the previous forensic audit. The Township had disputed the amount which is why it was paid so late. Mr. Dulchinos asked about Mr. Wendelgass' invoice to the township. Finally, he asked about a payment listed to Siana Law. Mr. Wendelgass noted it was for ongoing police arbitration, and Chris Gerber is considered the best labor lawyer in Chester County. In closing, Mr. Dulchinos stated that it would be great to have the menu field expanded on the report, and Mr. Wendelgass said he will try to have the report converted into Excel in the future.

Barry DiLibero asked for the total cost of Marcum's services. Mrs. Alan said this \$4,200 was additional costs that the Township disputed. Mr. Dilibero asked if the Bills List will be coming more regularly. He was told it will be at monthly meetings.

Jaime McVickar asked why the General Fund is down \$400k from a month ago. Mr. Wendelgass said we covered those expenses during the Bills List. Mr. McVickar noted that the Capital Road Fund is down \$1.4MM from a year ago, and Mr. Wendelgass noted the significant road improvements done this year and there is no cause for concern. Mr. McVickar asked if this time next year we would only have \$400k in the Capital Roads Fund. Mr. Wendelgass said it is entirely possible and the repairs to Buttonwood Bridge would also come out of this account. Mr. McVickar also wanted to know what the plan is for the remaining AARPA funds. Mr. Wendelgass listed multiple potential uses, but said there are two police vehicles and a Public Works truck that may also use these funds.

Julia Braendel asked for clarification on the \$400k from the Bills List. She was told that not all of the checks listed came from the General Fund. Ms. Braendel also asked if each set of funds could have their bills subtotaled in the future. She also had questions on how many days the temp treasurer is in the office, as well as how the search is going for the new treasurer.

Mr. Dulchinos asked about the progress of the 2023 audit. Mr. Onorato believes it should be completed by year end, and Mr. Wendelgass said the accountant seems encouraged that 2024 should be completed by April 2025.

Manager's Report: Mr. Wendelgass noted the state passed a law with requirements for the pipeline companies. There are 6 different pipelines in our Township. There will be different reporting and safety requirements which should improve pipeline safety in the Township and state.

OLD BUSINESS:

Butterscotch Café Conditional Use - Due to scheduling conflicts, and at the request of the attorneys, the ongoing hearing scheduled for 11/18/24 will be rescheduled to a date to-be-determined.

1414 Birchrun Conditional Use - Owner agreed to extend the BOS decision deadline until December 31, 2024.

NEW BUSINESS:

Presentation of 2025 Proposed Budget Changes -

Mr. Wendelgass said the budget will be available for public inspection. However there have been changes made since the last time the budget was presented. He went through the changes he made. There is no quorum tonight, but the budget does need to be advertised, so the advertisement will be ordered and the authorization for advertisement will be ratified at a later date. The budget will also be placed on the website for review.

Mrs. Alan asked Mr. Wenedlgass if Ludwigs Fire would be able to receive the \$100k fore each of the next 2 years for a new truck plus their \$46k yearly operating cost donation. Mr. Wendelgass noted that the budget surplus was down to \$8k, so absent moving items that there is no money to do this.

Authorize advertisement of 2025 Proposed Budget - (to be ratified at future meeting).

Mr. Onorato is advising Mr. Wendelgass to advertise with ratification coming at a later date.

Present Employee Handbook -

Mr. Onorato said that the supervisors were interested in updating the handbook, but it would not be in effect until it can be voted on in a public meeting. Mrs. Alan would like to have this done before new employees are hired.

Acknowledge receipt of ZHB application from 3502 Augusta Road (Biggar) - Acknowledged

Public Comment on Agenda and Non-Agenda Items

- Mr. McVickar asked if employees were consulted on the handbook. Mr. Onorato noted that some employees were consulted. Mr. McVickar hopes that all the employees will be asked for input before it is adopted.

Mr. McVickar was also looking to see if time could be allocated in a working session for the budget because he has lots of questions or if he should just send in his questions directly to Mr. Wendelgass. Mr. Wendelgass said to send them in.

The group spoke about the BOS quorum regarding workshops or meetings. Mr. McVickar asked why there have been challenges in getting a quorum. Mr. Onorato said

he cannot comment specifically on why that is other than both other supervisors are unable to attend.

- Ms. Braendel noted a full-time treasurer would be able to handle report request. She asked what happens if there is no BOS quorum in December. Mr. Onorato said the Township needs to wait until that meeting happens. Mrs. Braendel asked if the Township is in any jeopardy if we don't have a quorum. Mr. Onorato said he is not going to go there yet.
- Steve Sladek (1420 Hollow Road) asked Mr. Wendelgass for an update on the drainage issues on Schoolhouse Road and the fixing of Schoolhouse Road between Hollow and Flowing Springs. Mr. Wendelgass said the Township Engineer has been working on it, but he requested that Mr. Sladek email him directly.
- Mr. Dulchinos wanted to reflect on Buttonwood Bridge, and he can't imagine why the dedication was accepted. Mr. Wendelgass said the dedication was accepted in the 1950s, but he may be wrong.
- Jeff Kimes, Deputy Fire Chief of Ludwigs Corner, thanked the Township for all the support over the years. The Fire Company is not receiving a donation towards operating costs in the current budget, and Mr. Kimes is asking the BOS to reconsider this since WWT accounts for over 50% of their call volume, and East Nantmeal and Upper Uwchlan are making donations. They are volunteers and they do heavily rely on that money.

No additional comments.

There being no further comments or questions , the meeting adjourned at 8:03pm.

Respectfully Submitted,
Christina Casey
Township Secretary