

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS  
TOWNSHIP BUILDING  
729 SAINT MATTHEWS ROAD, CHESTER SPRINGS, PA  
MONDAY, APRIL 7, 2025, 7:00PM**

**CALL TO ORDER** by Chair Alan at 7:00pm.

**ATTENDANCE**

|                           |     |
|---------------------------|-----|
| Dana Alan, Chair          | [X] |
| Bernie Couris, Vice Chair | [X] |
| Jim Wendelgass            | [X] |

**ANNOUNCEMENTS & INFORMATIONAL ITEMS**

- Chair Alan announced the Board of Supervisors met in Executive Session on March 26 to discuss (a) matters of potential litigation, in specific a conditional use application and a bid award; and, (b) personnel matters, in specific a collective bargaining agreement, an arbitration proceeding, staff appointments, and personnel on leave.
- Chair Alan announced the Board of Supervisors met in Executive Session on April 3 to discuss a matter of potential litigation, in specific a conditional use application.
- Chair Alan commented on the Seed Library stationed at the Township Building.
- This evening's meeting was recorded for rebroadcast.

**PRESENTATIONS**

- There were no presentations at this evening's meeting.

**ACTION ITEMS**

meeting minutes – Mr. Wendelgass made a motion to approve the March 17, 2025 Meeting minutes, as presented. The motion was seconded by Mr. Couris.

By unanimous vote the motion was approved.

Butterscotch Café Conditional Use Order – David Onorato, Township Solicitor, provided an overview of a proposed order for a Conditional Use Application submitted by Ruthairat Pascal and Francis Pascal, for property at 1406 Hollow Road.

Mr. Couris made a motion to approve the Opinion and Order for a Conditional Use Application submitted by Ruthairat Pascal and Francis Pascal, for property at 1406 Hollow Road. The motion was seconded by Mr. Wendelgass.

Karl Brachwitz, West Vincent Township, commented on site landscaping, buffer yards, and code and order enforcement.

Martin Blumenthal, West Vincent Township, commented on fire code requirement enforcement.

George Martin, Counsel for the Applicant, thanked the Board for its consideration.

By unanimous vote the motion was approved.

Zoning Officer – Mr. Couris made a motion to appoint Tommy Ryan as Zoning Officer. The motion was seconded by Mr. Wendelgass.

Sarena Saren, West Vincent Township, commented on Zoning Officer duties.

Mr. Brachwitz commented on the Township Manager serving as the Zoning Officer.

By unanimous vote the motion was approved.

Right-to-Know Officer – Mr. Couris made a motion to appoint Tommy Ryan as the Right-to-Know Officer for all non-police Right-to-Know requests, and to appoint Chief Michael Swininger as the Right-to-Know officer for all police Right-to-Know requests. The motion was seconded by Mr. Wendelgass.

George Dulchinos, West Vincent Township, commented on transparency.

By unanimous vote the motion was approved.

depository authorizations – Mr. Couris made a motion to appoint Dana Alan, Bernie Couris, and Jim Wendelgass as Authorized Users for all accounts at Victory Bank and S&T Bank, and to appoint Dana Alan, Bernie Couris, and Jim Wendelgass as Authorized Signatories for all accounts at Victory Bank and S&T Bank. The motion was seconded by Chair Alan.

By unanimous vote the motion was approved.

## **NEW BUSINESS**

- There was no new business considered at this evening's meeting.

## **OLD BUSINESS**

- There was no old business considered at this evening's meeting.

## **PUBLIC COMMENT, NON-AGENDA ITEMS**

- Barry DiLibero, West Vincent Township, commented on the Griffith property springhouse.
- Julia Braendel, West Vincent Township, commented on the permitted use of open space tax receipts.

## ANNOUNCEMENTS

- Chair Alan announced the Board of Supervisors will next meet on Monday, April 21, at 7:00pm, at the Township Building.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 7:24pm.

Respectfully Submitted:

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Tommy Ryan  
Township Manager

## **ORDINANCE NO. 213- 2025**

### **AN ORDINANCE AMENDING PART 1, ADMINISTRATIVE LEGISLATION, CHAPTER 6 ANTI-DISCRIMINATION, OF THE WEST VINCENT TOWNSHIP CODE, TO PROVIDE EXPANDED DEFINITIONS OF DISCRIMINATION, DISCRIMINATION ACTS, AND SEXUAL ORIENTATION, TO FURTHER DEFINE UNLAWFUL PRACTICES AND TO REGULATE MEETINGS OF THE COMMISSION**

WHEREAS, in order to protect the health, safety and general welfare of the residents of the Township, the Board of Supervisors amended the Township Code by adopting Part 1 Chapter 6 creating an Anti-Discrimination Ordinance and thereby establishing the Human Relations Commission of West Vincent Township; and

WHEREAS, the Board of Supervisors has determined that in order to protect all of the residents of West Vincent Township from discrimination, amendments to certain definitions within the code are needed;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors for West Vincent Township, and it is hereby ordained and enacted, by the authority of the same, to wit:

#### **SECTION 1. Part 1. Administrative Legislation, of the West Vincent Township Code, Chapter 6 Anti-discrimination, §6-2 definitions, is amended as follows:**

A. The definition of discrimination shall be deleted in its entirety and replaced with the following:

##### **DISCRIMINATION**

Any discriminatory act(s) taken by any person, employer, employment agency, labor organization or public accommodation on the basis of actual or perceived race, color, sex, religion, ancestry, genetic information, natural origin, sexual orientation, gender identity or expression, familial status, marital status, age, mental or physical disability, veteran status, traits associated with race including hair texture and protective hairstyles, having a GED rather than a high school diploma or the use of guide or support animals and/or mechanical aids.

B. The definition of discriminatory acts is deleted in its entirety and replaced with the following:

##### **DISCRIMINATORY ACTS**

All acts defined in the Pennsylvania Human Relations Act, Title VII of the Civil Rights Act of 1991, the Age Discrimination in Employment Act and/or any other federal law addressing discrimination based on any protected characteristic protected by this Ordinance, or any acts of Discrimination regardless of whether such actions would otherwise be lawful under state or federal law. The fact that the Pennsylvania Human Relations Act would not define a practice as unlawful when that practice is taken on the basis of actual or perceived sexual orientation, gender

identity or expression, familiar status, traits associated with race including hair texture and protective hairstyles, or marital status shall not exempt such practice from being considered a discriminatory act under this chapter.

C. The definition of sexual orientation is deleted in its entirety and replaced with the following:

**SEXUAL ORIENTATION**

Any and all personal sexual identities and acts between consenting adults, including but not limited to homosexuality, heterosexuality, and/or bisexuality.

**SECTION 2. Part 1. Administrative Legislation, of the West Vincent Township Code, Chapter 6 Anti-discrimination, Section 6-3, Unlawful Practices,** paragraph A shall be deleted in its entirety and replaced with the following:

Discrimination in housing, employment, commercial property, or public accommodations, excluding exceptions made under federal law, Pennsylvania law, or under this chapter in West Vincent Township.

**SECTION 3. Part 1. Administrative Legislation, of the West Vincent Township Code, Chapter 6 Anti-discrimination, Section 6-5, Establishment of Human Relations Commission,** shall be amended by adding paragraph H as follows:

H. The West Vincent Township Human Relations Commission shall meet on an as needed basis, as shall be authorized by the Board of Supervisors, to discuss and provide education, outreach and training.

**SECTION 4. REPEALER**

All other provisions of the Ordinances of West Vincent Township, as amended, shall remain in full force and effect. All other Ordinances or provisions of Ordinances inconsistent herewith or in conflict with any of the terms hereof are, to the extent of said inconsistencies or conflicts, hereby specifically repealed.

**SECTION 5. REVISIONS**

The West Vincent Township Board of Supervisors does hereby reserve the right, from time to time, to adopt modifications of, supplements to, or amendments of its Ordinance, including this provision.

**SECTION 6. SEVERABILITY.**

The provisions of this Ordinance are severable. If any section, clause, sentence, part or provision thereof shall be held illegal, invalid, or unconstitutional by a court of competent jurisdiction, such decision of the court shall not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this Ordinance. It is hereby declared to be the intent of the Township Board of Supervisors that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence or part of a provision had not been included herein.

**SECTION 7. EFFECTIVE DATE.**

This Ordinance shall become effective 5 days after the date of its adoption.

**SECTION 8. FAILURE TO ENFORCE NOT A WAIVER.**

The failure of West Vincent Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

**ENACTED AND ORDAINED** this 21<sup>st</sup> day of April, 2025 by the Board of Supervisors of West Vincent Township.

**ATTEST:**

**BOARD OF SUPERVISORS  
WEST VINCENT TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

By: \_\_\_\_\_  
Christina Casey,  
Township Secretary

By: \_\_\_\_\_  
Dana Alan, Chair

By: \_\_\_\_\_  
Bernie Couris, Vice-Chair

By: \_\_\_\_\_  
Jim Wendelgass, Member

**WEST VINCENT TOWNSHIP**

**SUSTAINABILITY INITIATIVES**

**2025-2030**

## ENERGY

### Initiative 1: Perform annual comprehensive energy audits on all township government assets and implement recommendations

Category: Energy

Goal: Maximize energy efficiency

Target: Reduce municipal energy consumption as much as possible

Scope: Township vehicles, equipment and properties.

Other Categories Affected: Energy, Environment

Tasks:

1. Commission energy audit
2. Create phased approach to implement audit recommendations
3. Obtain funding
4. Implement

Results: Municipal energy consumption reduced to the extent of the recommendations

Who will be responsible to see this happens? BoS, Township Manager

Who should do the work? Township Manager and staff

When does it need to be done to have an impact? Annually

How do we measure this?

Tasks: Completion of energy audit recommendations

Target: Documented reduction in costs and usage (kWh and fossil fuels)

How much will it cost? Savings should offset cost

Funding source? General Fund, grant

### Initiative 2: Create and Implement Alternative Energy Plan for all Township assets

Category: Energy

Goal: Reduce CO2 emissions as much as possible

Target: Reduce municipal energy consumption as much as possible

Purpose: To use appropriate township lands and structures for alternative energy generation

Scope: Municipal facilities, possibly beyond

Other Categories Affected: Economy, Environment

Tasks:

1. Inventory township assets for suitability for alternative energy generation by type
2. Research all details including ownership issues, costs, connection options, best practices for installation, hiring consultant if necessary
3. Complete plan
4. Obtain funding as appropriate to implement plan
5. Create RFP for providers. Emphasis should be on zero or low-cost options and installations
6. Choose provider(s)
7. Install

Results: Township generates at least 50% of the energy it uses from non-carbon sources

Who will be responsible to see this happens? BoS, WVSC, EAC

Who should do this? Township Manager, WVSC, EAC, BoS

When does it need to be done to have an impact? Ongoing

How do we measure this?

Tasks: Improvements installed as planned

Target: Energy costs and kWh provided by renewable facilities

How much will it cost? Long-term contract for energy/equipment may provide benefits with little or no capital costs



*Funding source? Grants, energy provider, sale of excess energy. Large solar projects often include return financing that makes the end cost near zero. WVT may even be able to have net income through this use of Township property, if solar cost downward trends continue.*

*Initiative 3: Revise Township ordinances and building codes to include incentives for, remove obstacles to, and add regulations supporting green building practices, including alternative energy generation and energy conservation and adequate wiring for electric vehicles and implements.*

*Category: Energy*

*Goal: Reduce CO2 emissions as much as possible*

*Target: Reduce township-wide energy consumption, purchase/generate residential energy from alternative sources*

*Scope: Township*

*Other Categories affected: Environment and Economy*

*Tasks:*

- 1. Review Zoning Ordinance, Building Code, and Subdivision and Land Development Ordinance*
- 2. Consider successful ordinances from other communities*
- 3. Create applicable ordinances and revise and adopt codes*
- 4. Revise as appropriate to meet targets.*
- 5. Refer to BoS for advertisement and approval*

*Results: Ordinances promote the reduction of CO2 emissions and other sustainability targets*

*Who will be responsible to see this happens: Planning Commission, BoS*

*Who should do the work? Township Manager, WVSC, Planning Commission, Solicitor, BoS*

*When does it need to be done to have an impact? As prioritized*

*Create applicable ordinances and revise and adopt codes*

*Target:*

- Noticeable reduction in township-wide energy consumption*
- Increased production of residential energy from alternative sources*

*How much will it cost? No additional cost as part of a general revision process*

*Funding source? General Fund*

*Initiative 4: Create an innovation incubator program*

*Category: Economy*

*Goal: Research/development of original idea or product that will impact climate control /global warming*

*Target: All*

*Scope: Township*

*Other Categories Affected: All*

*Tasks:*

- 1. Create subcommittee to establish program*
- 2. Outline program goals and details (Concept should include housing, stipend for expenses and grant for sustainability research)*
- 4. Reach out to appropriate institutions, corporations and individuals for participation*
- 5. Refine program with academic partners*
- 6. Implement*
- 7. Promote sustainability innovations stemming from program*

*Results: West Vincent Township benefits from and is synonymous with sustainability*

*Who will be responsible to see this happens? BOS Township Manager WVSC*

*Who should do the work? WVSC subcommittee*

*When does it need to be done to have an impact? As prioritized and ongoing*

*Target: Establishment of program and ongoing participation by fellows and/or students*

*How much will it cost the township? Funding from external sources : Donations, sponsors, grants, innovation marketing*

## **ENVIRONMENT - WATER QUALITY**

*Initiative 1: Develop identification, testing, and remediation system for non-point pollution*

*Category: Environment*

*Goal: Protect and improve water quality and quantity*

*Target: Non-point pollution is reduced*

*Scope: Township*

*Other Categories Affected: Energy, Environment/Soil, Wildlife, Economy*

*Tasks:*

- 1. Set criteria for pollutants, including emerging contaminants*
- 2. Update ordinances as necessary to enable better monitoring and control of contaminants*
- 3. Access data produced by Delaware River Watershed Initiative*
- 4. Identify sources of run-off pollution indicated by GIS (Geographical Information Systems)*
- 5. Create action plan to improve water quality at unhealthy locations, control run-off, etc.*
- 6. Educate the residents about the hazards of lawn care products to the ecosystem.*
- 7. Partner with GVWA to monitor stream health through their testing program*

*Result: Township water quality is protected and improved*

*Who will be responsible to see this happens? WVSC, Township Manager, EAC, Planning Commission*

*Who should do the work? Planning Commission, EAC, Township Manager, BoS, Solicitor, DEP, Green Valleys Watershed Association, volunteers*

*When does it need to be done to have an impact? As prioritized for criteria and ordinance revisions, and ongoing for testing and remediation*

*How do we measure this?*

*Target: Water testing*

*How much will it cost? Staff time, \$10,000 for water testing*

*Funding source? Grants, non-profit and university partnerships, General Fund*

*Notes: In West Vincent Township streams and waterways, biological run-off has a minimum impact. Run-off sedimentation is the more serious, but solvable, issue. (GVWA)*

*Initiative 2: Ensure that municipal and community wastewater is treated to remove emerging contaminants such as pharmaceuticals and personal care products from treated effluent using techniques such as biofiltration or reverse osmosis*

*Category: Environment*

*Goal: Protect and Improve Water Quality and Quantity*

*Target: Reduce sources of non-point pollution*

*Scope: Township, French Creek Watershed*

*Other Value Categories Affected: Environment/ Wildlife*

*Tasks:*

- 1. Hire water quality specialist to test local streams and aquifer for presence of emerging contaminants*

2. If found to be above trace amounts, investigate solutions, including retrofitting municipal and community wastewater systems with appropriate filtration method. Require new plants to include chosen appropriate filtration method.

3. If no significant presence is found, continue monitoring on a pre-determined schedule

Results: Fewer contaminants enter groundwater

Who will be responsible to see this happens? BoS, Township Manager

Who should do the work? Water Quality Specialist, Township Manager, BoS, Solicitor

When does it need to be done to have an impact? Currently.

How do we measure this?

Tasks: Testing done and evaluated, plants retrofitted as necessary, new plants with filtration as necessary

Target: Water tests of streams and aquifer

How much will it cost? Funds from State, Non-profits, William Penn Foundation

Funding source? Developers, capital reserves, user fees

Initiative 3: Create incentives for on-lot septic systems being pumped every three years

Category: Environment/ Water

Goal: Protect and improve water quality and quantity

Target: Reduce non-point pollution levels

Scope: Township

Other Categories Affected: Environment/ Solid Waste

Tasks:

1. Adopt stand-alone ordinance requiring pumping every three years, with reporting requirements and fines for non-compliance

2. Email blast and mail postcard informing all residents with on-lot systems of new law

3. Provide information and resources about septic pumping and inspections on Water page of website

4. Include annual reminder on township tax bill

Results: Streams and aquifer are better protected from malfunctioning systems

Who will be responsible to see this happens? BoS, Township Manager

Who should do the work? Solicitor, BoS, Township staff

When does it need to be done to have an impact? 2013

Tasks: Ordinance adopted and residents informed

Target: Residents reports indicate majority compliance; stream tests show reduction in non-point pollution

How much will it cost?

\$5,000 legal and advertising costs; approximately \$1,000 for postcard mailing; staff time Funding source? General Fund

Initiative 4: Revise township ordinances and building codes to include incentives for, remove obstacles to, and add regulations for green building practices including green roofs, rain gardens, constructed wetlands, and other water quality practices

Category: Environment

Goal: Protect and improve water quality and quantity

Target: Reduce non-point source pollution

Scope: Township

Other Categories Affected: Environment/Wildlife and Soil Quality, Economy

Tasks:

1. Review Zoning Ordinance, Building Code and Subdivision and Land Development Ordinance2. Revise as appropriate to meet targets, using among other sources Chester County, Rocky Mountain Land Use,

*Brandywine Conservancy and Pennsylvania Environmental Council model ordinances. Check American Planning Association sources*

*3. Refer to BoS for advertisement and approval*

*Results: All ordinances promote the filtration, absorption, and retention of storm water on site, minimizing stream discharge, thereby reducing non-point pollution and replenishing the aquifer.*

*Who will be responsible to see this happens? WVST, Planning Commission Chair, BoS*

*Who should do the work? Township Manager, WVST, Planning Commission, Solicitor, EAC, BoS. WVSC*

*When does it need to be done to have an impact? 2025 and ongoing*

*Tasks: All applicable ordinances and codes revised and adopted*

*Target: Water testing shows reduction in non-point-source pollution, flooding and runoff issues are reduced*

*How much will it cost? Should be done as part of a general revision process costing \$5,000 to \$10,000 in legal and advertising fees*

*Funding source? General Fund*

## **ENVIRONMENT - AIR QUALITY**

*Initiative 1: Decrease use of gasoline lawnmowers in township*

*Category: Environment*

*Goal: Improve and protect air quality*

*Target: Combustion engine emissions are reduced*

*Scope: Township*

*Other Categories Affected: Environment, Engagement*

*Tasks:*

*1. Create incentive/decrease impediments in ordinances and regulations*

*2. Create educational program for no-mow strategies using West Vincent Greenway Guide as starting point, promote through events, newsletter, and website*

*3. Reach out to targeted groups, especially HOAs and developers with educational materials and goals*

*4. Evaluate municipal mowing practices and create plan for returning designated mowed areas to meadow or woodland*

*5. Replace gasoline mowers with mowers that use alternative energy sources*

*6. Make reduced mowing a category in annual sustainability fair competition*

*7. Assess results by periodic survey*

*Results: Decrease in gas mower use and consequent decrease in emissions and fuel consumption*

*Who will be responsible to see this happens? WVST, BoS, Township Manager, EAC*

*Who should do the work? EAC, Township staff, Planning Commission, BoS*

*When does it need to be done to have an impact? 2025-2026*

*How do we measure this?*

*Target: Discernible decrease in mowed areas, survey*

*How much will it cost? \$500 for education*

*Funding source? Government or foundation grants, General Fund*

*Initiative 2: Convert municipal maintenance equipment to electric or other sustainable climate-friendly system.*

*Category: Environment*

*Goal: Protect and improve air quality*

*Target: Reduce combustion engine emissions.*

*Scope: Township*

*Other Categories Affected: Energy*

*Tasks:*

*1. Investigate grant opportunities for conversion costs and seek funding*

*3. Make necessary alterations or purchases*

*Results: Reduced emissions, lower costs*

*Who will be responsible to see this happens? WVSC, Township Manager, Roadmaster, BoS*

*Who should do this? Township Manager, BoS*

*When does it need to be done to have an impact? As prioritized*

*How do we measure this?*

*Target: All vehicles are fueled exclusively with emissions reduced fuels*

*How much will it cost? \$10,000 or more*

*Funding source? Grants*

*Initiative 3: Reduce vehicle idling time at all public buildings and traffic light intersections*

*Category: Environment/Air*

*Goal: Improve and protect air quality*

*Target: Combustion-engine emissions are reduced*

*Scope: Township*

*Other Categories Affected: Environment/ Water and Energy Tasks:*

*1. Contact PennDOT regarding idling time at traffic lights to determine peak-hour traffic time and after-hour times so lights can be converted to blinking*

*2. Print and distribute educational materials from other sources about the harms of idling for sustainability educational outreach program in library, newsletter, schools and website. Target parents who wait in idling vehicles for bus pickups.*

*3. Post "No Idling" signs in township parking lots and at all public buildings.*

*4. Distribute educational material to students at school.*

*5. Research PennDOT programs, print brochures and distribute*

*6. Research grants/programs.*

*7. Use online information sites to educate citizens*

*Results: Reduced emissions from idling*

*Who will be responsible to see this happens? BoS, Township Manager, WVSC*

*Who should do the work? Township staff,*

*When does it need to be done to have an impact? As prioritized*

*Tasks: Materials and signs created, cameras installed, information disseminated through information channels*

*Target: DVRPC vehicle emissions statistics*

*How much will it cost? \$2000 for signs and cameras*

*Funding source? grant, General Fund*

## **ENVIRONMENT - SOIL AND PLANT**

*Initiative 1: Establish a phased program of best soil agricultural practices on all township-owned lands*

*Category: Environment*

*Goal: Protect and improve soil ecosystem*

*Target: All township-owned farmland is farmed in a manner that enhances the physical, chemical and biological condition of the soil and provides best absorption of CO<sub>2</sub>.*

*Scope: Township-owned lands*

*Other Categories Affected: Environment/ Air, Water, Wildlife and Solid Waste and Energy*

*Tasks:*

- 1. Require leasing farmers to provide a cultivation plan including the following practices: no-till, cover cropping, soil improvement with manure and compost as outlined in a conservation plan required by the Natural Resources Conservation Service (NRCS) , and crop rotation*
- 2. Allow animal grazing as part of the crop rotation cycle*

*Tasks:*

- 1. Require farmers leasing township land to provide to the township a copy of their Conservation Plan that is mandated by the Natural Resources Conservation Service (NRCS) [part of US Dept. of Agriculture]*
- 2. Prepare lease contracts on new or renewed leases that adhere to the practices in A and B below. Lease period for the leases may be extended, and the rate for the leases may be reduced from current levels to reflect the transition time and the farmer's cost for limited yields during the transition:*
  - A. Acceptable beneficial practices include but are not limited to: minimal tillage, crop rotation, planting hedgerows, cover cropping, intensive rotational pasture management for livestock, animal grazing as part of the crop rotation cycle, organic fertilizers, and organically approved herbicides, fungicides and pesticides.*
  - B. Un-acceptable practices for farming of township lands include but are not limited to: use of synthetic chemical fertilizers, and synthetic herbicides, fungicides and pesticides that are not within USDA Organic standards.*

*3. Review recommended best practices and update requirements annually.*

*4. Encourage and support Organic Certification for Township- owned lands*

*Results: Township-owned lands are farmed using practices that improve soil health, water quality, biodiversity, pollination, and crop quality/yield while reducing agricultural pollution.*

*Who will be responsible to see this happens? WVSC, BoS, Township Manager*

*Who should do the work? Township staff, Solicitor, EAC*

*When does it need to happen to have an impact? annually*

*How do we measure this? Soil tests demonstrate increasing organic matter content*

*How much will it cost? Staff time, minimal cost for soil tests, short-term revenue loss*

*Funding source? General Fund, grants for incentivizing organic transition and certification*

*Initiative 2: Restore and enhance plantings of native species and eliminate invasive plants on Township-owned non- agricultural land*

*Category: Environment*

*Goal: Protect and improve wildlife habitat*

*Target: Restore native habitat on all township owned non-agricultural land*

*Scope: Township-owned land*

*Other Categories Affected: Environment, Energy, Engagement Tasks*

- 1. Identify areas to be addressed*
- 2. Create landscape plan*
- 3. Secure funding and source for plants*
- 4. Organize volunteers for plant removal and replanting*
- 5. Remove alien species as needed*
- 6. Replant with suitable attractive native species with highest ability to bank CO<sub>2</sub>*
- 7. Monitor and maintain plantings*
- 8. Research different types of habitat gardens and possible funding.*
- 9. Implement and expand sustainable demonstration landscape*

*Initiative 3: Continue land conservation program using multiple approaches.*

*Category: Environment*

*Goal: Provide for diverse, appropriately scaled economic development.*

*Target: Expand amount of existing arable and natural land in township that is permanently conserved.*

*Scope: Township*

*Other Categories Affected: All Environment Categories and Energy*

*Tasks:*

- 1. Continue to use established Open Space process to purchase development rights.*
- 2. Partner with land trusts on bargain sales of easements and defraying easement costs for easement donors.*
- 3. Pursue municipal conservation easement grants with county and state to leverage diminishing township open space funds.*
- 4. Transfer monitoring responsibility of properties that have sold development rights to the township to an independent land conservancy.*
- 5. Inform HOAs of their obligation to ease the open space they own.*
- 6. Float another bond using EIT when current bond is repaid.*

*Results: Open space conservation goals is met or exceeded.*

*Who will be responsible to see this happens? BoS, Open Space Committee, Township Manager*

*Who should do the work? BoS, Open Space Committee, Township Manager, and Solicitor*

*When does it need to be done to have an impact? 2025 and ongoing*

*How do we measure this?*

*Target: Number of acres conserved*

*How much will it cost? Several million dollars*

*Funding source? EIT, impact fees and fees in lieu, grants*

## **ENVIRONMENT - RECYCLING**

*Initiative 1: Create and implement a municipal paper reduction plan*

*Category: Environment*

*Goal: Reduce solid waste disposal*

*Target: Municipal use of disposable materials is reduced*

*Scope: Township wide*

*Other Categories Affected: Energy Tasks:*

- 1. Collect educational materials*
- 2. Choose a township staff member to lead the municipal paper reduction effort*
- 3. Update township records policy focusing on a comprehensive use of electronic media for mail and storage of documents.*
- 4. Develop a sustained effort to collect resident email addresses to use for most communications, including newsletters*
- 5. Create guidelines for township staff use of paper disposables, reuse of copies for note paper, duplex printing and copying, etc. When paper must be used, choose compostable and/or recycled.*
- 6. Reduce junk mail using resources such as [catalogchoice.org](http://catalogchoice.org) and [dmachoice.org](http://dmachoice.org)*
- 7. Assess results one year after implementation and adjust practices as needed to attain goal*

*Result: Township staff uses 75% less paper, with a significant effect on solid waste flow from the township and significant reduction in costs for paper, file storage, copying costs, etc.*

*Who will be responsible to see this happens? Township Manager, WVST, BoS*

*Who should do the work? Township staff, WVST*

*When does it need to be done to have an impact? ongoing*

*How do we measure this?*

*Target: Paper, mail, and ink costs, volume or weight of paper refuse and recyclables*

*How much will it cost? Staff time, software updates up to \$10,000*

*Funding source? Grants, General Fund*

## **EQUITY**

*Initiative 1: Work and coordinate with all local groups to continue to build a publicly accessible, formally protected township- wide trail system that connects to the regional network*

*Category: Equity*

*Goal: Make community benefits that accrue from prosperity available to all*

*Target: Accessible active and passive recreation opportunities are available township wide*

*Scope: Township with regional connections*

*Other Categories Affected: Energy, Environment, Engagement, and Economy Tasks:*

*1. Identify missing links by consulting with local governments, state, or local agencies.*

*2. Secure missing links through easement or fee purchase:*

*negotiate with landowners, get appraisal to establish value, draft acquisition documents, procure funding, complete purchase*

*3. If necessary, clear trail and blaze; pave selected links if desired*

*4. Develop maintenance plan*

*5. Add to township trail map*

*Results: Increased sense of community as residents enjoying healthy exercise, come in contact with natural environment, and have random interaction with other community members.*

*Who will be responsible to see this happens? BoS, Township Manager, EAC, Land Trusts*

*Who should do the work? Parks and Recreation, EAC, Land Trusts, BoS, Volunteers Corps for clearing, blazing and maintenance of natural surface trails*

*When does it need to be done to have an impact? As prioritized and ongoing*

*Target: Nearby access to township trail system for all township residents*

*How much will it cost?*

*1. Trail easements: TBD*

*2. Cost of paving if and where desired (more likely to be part of land development plan and paid for by developer)*

*3. Cost of liability insurance for volunteers if necessary*

*Funding source? Foundation and County grants, Open Space Funds, developers*

*Initiative 2: Identify West Vincent space/land to add any all- season active recreation activities*

*Category: Equity*

*Goal: Make community benefits available to all*

*Target: Accessible active and passive recreation opportunities are available township wide*

*Scope: Township*

*Other Categories Affected: Engagement , Environment*

*Tasks:*

*1. Identify locations*



2. Getting resident input (survey),  
3. Create a master list of possible activities, e.g. sledding, skating, cross-country skiing, fishing, court sports

4. Match sports to features of available facilities, e.g. hill for sledding, pond for skating, streams for fishing, flat space for courts

5. Determine costs of accommodating activities

6. Choose sports to be accommodated and implement

Results: Township residents enjoy safe public facilities for a wider variety of activities

Who will be responsible to see this happens? BoS, Park and Recreation Committee, Planning Commission

Who should do the work Township staff, Park and Recreation Committee

When does it need to be done to have an impact? As prioritized and ongoing

Tasks: Plan created and implemented

Target: Different recreational activities are available to all residents

How much will it cost? Staff time, facilities dependent on sport

Funding source? Grants, developer fees in lieu, impact fees

*Initiative 3: Create an information resource that includes maps and guidelines for use of public and private trails*

Category: Equity

Goal: Make community benefits available to all

Target: Accessible active and passive recreation opportunities are available township wide

Scope: Township

Other Categories Affected: Engagement, Education

Tasks: 1. Create trail map and guidelines for using public trails for distribution to public

Results: Township residents are fully informed about available trails and educated about their proper use.

Who will be responsible to see this happens? BoS, EAC, Township Manager

Who should do the work? Township staff

When does it need to be done to have an impact? As prioritized and ongoing

Tasks: Maps created, online access to maps and policies/ procedures

Target: Maps distributed,

How much will it cost? Staff time, \$500 for map printing

Funding source? General Fund

## **ENGAGEMENT**

*Initiative 1: Create and implement an annual township events calendar*

Category: Engagement

Goal: Build a sense of place, community connection, and civic engagement

Target: A tradition is established of recurring free and low-cost community events that connect residents to West Vincent's distinctive sense of place, history, and culture

Scope: Township

Other Categories Affected: Energy, Environment, Economy, and Equity

Tasks:

1. Compile event ideas from various sources, including WVST, EAC, Park and Rec, parents and sports organizations

2. Set criteria and evaluate event ideas: audience (have events for all ages and constituencies), personnel needed, uniqueness, need, possible partners, costs, fundraising capability, etc.

3. Create an annual calendar of at least 6 recreational events. Community Day, Movie nights, concert series, 5K run, township yard sale, battle of the bands are possibilities. Consider using one or more events as a fundraiser for a sustainability project.

4. Incorporate educational meetings and events arising from other initiatives, e.g. a local farm tour.

5. Organize event committees for each event. Depending on willingness and capacity, one committee could be responsible for multiple events.

6. Create a promotional plan that covers as many events as possible to keep costs low.

Results: Over time, a sense of community grows among residents of all ages. Residents enjoy entertainment and educational programs at no or little cost.

Who will be responsible to see this happens? BOS, Township Manager, WVST

Who should do the work? Township staff, WVST, EAC, Park and Rec, Event Committees and Volunteer Corps

When does it need to be done to have an impact? Ongoing

Tasks: Events evaluated, chosen and scheduled, committees created, events held

Target: Positive survey responses, event participation

How much will it cost? Staff time plus cost of events and promotion: \$12,000 for Community Day, down to \$100 or less for educational events. Costs to township depend on fundraising, but township should include an annual budget number of at least \$10,000.

Funding source? Donations, General Fund, grants

Initiative 2: Create and implement a multimedia township communications plan

Category: Engagement

Goal: Build a sense of place, community connection, and civic engagement. Initiatives are achieved with resident participation

Target: Local government outreach to residents is enhanced through social events, neighborhood meetings, school programs, etc.

Scope: Township

Other Categories Affected: Equity, Education

Tasks:

1. Organize task force including residents well-versed in social media

2. Assess current communications available from township, including website, newsletter, and Facebook

3. Address the following needs: monthly e-newsletter, a news-filled township homepage, township blog, township online accounts, enhanced use of FaceBook, and distribution of information electronically and at library and local businesses

4. Create plan including individual responsibilities and tasks

5. Implement

Results: Over time, residents feel they are informed by township on regular basis. Township information seems readily available, sense of community grows among residents of all ages.

Who will be responsible to see this happens? BoS, Township Manager, WVST

Who should do the work? Township staff, BoS, volunteer communications task force

When does it need to be done to have an impact? 2025 and ongoing

Target: Ongoing improvements made to existing communications, residents are well informed and educated, positive responses on surveys

How much will it cost? Staff time plus cost of accounts and printing: \$2,000 plus annually

Funding source? General Fund

Initiative 3: Create and maintain a township volunteer corps

Category: Engagement

Goal: Build a sense of place, community connection, and civic engagement. Initiatives are achieved with resident participation

Target: A tradition is established of recurring free & low-cost community events that connect

*residents to WVT's distinctive sense of place, history & culture*

*Local government outreach is enhanced through social events, neighborhood meetings, school programs, etc.*

*Scope: Township*

*Other Categories Affected: Economy, Environment, Equity, and Engagement Tasks:*

- 1. Create volunteer oversight committee*
- 2. Create schedule of projects requiring volunteers on annual or semi-annual basis*
- 3. Advertise need for volunteers on township website and in each edition of newsletter*
- 4. Create database of volunteers*
- 5. Draft protocols for advance notice, use of children, rewards (e.g. refreshments, t-shirts), recognition (newsletter listing, annual thank you party, etc.)*

*Results: Group of volunteers is organized to participate in the implementation of sustainability initiatives, such as invasive removal, forestation, trail clearing and blazing, recycling, sustainability education, event planning, etc.*

*Who will be responsible to see this happens? WVST, Township Manager*

*Who should do the work? WVST, Township Secretary*

*When does it need to be done to have an impact? 2025 and ongoing*

*How do we measure this?*

*Target: Number of volunteers available as needed for sustainability projects*

*How much will it cost? \$ 100-\$500 per annum*

*Funding source? General Fund*

*Initiative 4: Recognize resident/residents at annual event*

*Category: Engagement*

*Goal: Build a sense of place, community connection, and civic engagement*

*Target: Local government outreach is enhanced through social events, neighborhood meetings, school programs, etc.*

*Scope: Township*

*Other Categories Affected: Equity, Education*

*Tasks:*

- 1. Choose one BoS meeting to serve as Volunteer Recognition Day and one to recognize Emergency Services Volunteers (or First Responders) Recognition Day*
- 2. For each, create slide or video presentation highlighting volunteer achievements*
- 3. Pass proclamation recognizing contributions of all volunteers by name*
- 4. Begin or close meeting with social and refreshments*

*Results: Township volunteers are thanked for their important community efforts, enhancing their connection to the community.*

*Who will be responsible to see this happens? BoS, Township Manager*

*Who should do the work? Township Manager and staff, BoS*

*When does it need to be done to have an impact? 2025 and ongoing*

*Tasks: Meetings scheduled and planned*

*Target: More community cohesion, positive feelings in those who give their time, greater community awareness of volunteer efforts and opportunities*

*How much will it cost? Staff time plus cost of food: \$250 per meeting*

*Funding source? General Fund*

## **EDUCATION**

*Initiative 1: Create a West Vincent Township manual for all residents that is a source book providing all pertinent information as well as fun facts and history.*

*Category: Engagement*

*Goal: Build a sense of place, community connection, and civic engagement*

*Target: Local government outreach to residents.*

*Scope: Township*

*Tasks*

- 1. Select topics to be covered:*
- 2. Assemble materials including photographs, maps, charts and written texts.*
- 3. Combine into both printed and an online versions.*
- 4. Distribute a hard copy to every household and to newcomers as they move into the township.*
- 3. Using property transfer information from township,, volunteers could visit newcomers to welcome them as they move into the area.*

*Results: Existing residents have a complete guide providing convenient information. New residents are welcomed, more informed about their new township, and more quickly integrated into the social and civic life of the community.*

*Who will be responsible to see this happens? WVST*

*Who should do the work? WVST,, Township staff*

*When does it need to be done to have an impact? 2025 and ongoing*

*How do we measure this?*

*Tasks: Committee in place and materials created*

*Target: More participation by residents in community events and township government*

*How much will it cost? Nominal staff time, \$500 a year for materials.*

*Funding source? Local business ads*

*Initiative 2: Create an information resource that includes maps and guidelines for use of public and private trails*

*Category: Equity*

*Goal: Make community benefits available to all*

*Target: Accessible active and passive recreation opportunities are available township wide*

*Scope: Township*

*Other Categories Affected: Engagement, Education*

*Tasks: 1. Create trail map and guidelines for using public trails for distribution to public*

*Results: Township residents are fully informed about available trails and educated about their proper use.*

*Who will be responsible to see this happens? BoS, EAC, Township Manager*

*Who should do the work? Township staff*

*When does it need to be done to have an impact? As prioritized and ongoing*

*Tasks: Maps created, online access to maps and policies/ procedures*

*Target: Maps distributed,*

*How much will it cost? Staff time, \$500 for map printing*

*Funding source? General Fund*

*Initiative 3: Establish an Annual Stakeholder Engagement Plan to review and discuss the Sustainability Work Plan with Township Supervisors, Township Planning Commission members, Township Zoning Board members, members of other Township committees and employees*

*Category: Engagement, Energy, Environment, Equity, Education*

*Goal: Engagement of West Vincent Township officials, volunteers and personnel in the Implementation of the Sustainability Plan Initiatives into everyday township work practices, business, and decision making*

*Target: Reduce the workload of the Board of Supervisors and the Township manager.*

*Scope: Township Tasks:*

- 1. Establish annual workshop at the beginning of each year to review and discuss with Township officials, personnel, committee members and volunteers their roles and responsibilities in the implementation of the West Vincent Township Sustainability Plan and to evaluate progress*
- 2. Gather materials and experts for these sessions*
- 3. Identify liaisons between the WVSC and the Board of Supervisors, the Planning Commission, all appointed committees and personnel to maintain consistent collaboration with WVSC in implementing the Sustainability Plan.*
- 4. Follow up with additional sessions as needed for individual committees and employee or consultant groups to update and discuss applications of the concepts of the Plan.*

*Results: Incorporation of the plan into everyday governmental life of the Township, simpler and less adversarial relations with builders, developers, contractors and individuals as the concepts become part of the fabric of the Township.*

*Who will be responsible to see this happens? WVSC, BoS, Township Manager*

*Who should do the work? Township personnel, Board of Supervisors, and Committees,*

*When does it need to be done to have an impact? 2025 and ongoing*

*How do we measure this?*

*Tasks: Create enthusiasm, support and creativity to make the Township a model for sustainability.*

*Target: All employees, consultants and volunteers support and apply the Sustainability Plan in their Township activities.*

*How much will it cost? \$100-\$500 for labor and supplies.*

*Funding source? General Fund*

*Initiative 4: Create a sustainable energy education outreach program for both residents and township employees*

*Category: Energy*

*Goal: Reduce CO2 emissions from 2005 levels*

*Target: Reduce township-wide energy consumption*

*Purchase/generate 25% of residential energy from alternative sources*

*Scope: Township*

*Other Categories Affected: Environment, Engagement*

*Tasks:*

- 1. Draft and adopt energy conservation policies for township staff*
- 2. Collect educational materials for residents for display in township building and library*
- 3. Create Energy webpage on township website, offering definitions, resources, funding*
- 4. Cover green energy in newsletters*
- 5. Promote green energy at annual township sustainability fair*
- 6. Create an annual green energy competition for township residents and businesses*

*information, links*

*Results: Educated and motivated WVT staff and citizens do positive things to reduce energy consumption on their properties*

*Who will be responsible to see this happens? WVST, Planning Commission Chair, BoS liaison*

*Who should do this? Township Manager, Secretary (website, newsletter), WVST (displays, fair, and competition), BoS (policy approvals)*

*When does it need to be done to have an impact? 2025 and ongoing*

*Tasks:*

- 1. Hits on webpage*
- 2. Number of attendees at fair and participants in contest*

*Target: Gradual reduction in residential energy consumption measured by County, DVRPC and local surveys; more alternative energy used*

How much will it cost? \$2,000-\$3,000 for event costs  
Funding source? Donations, grants, General Fund

*Initiative 5: Educate township staff and residents about their role in water quality protection and water conservation*

*Category: Environment*

*Goal: Protect and improve water quality and quantity*

*Targets: All*

*Scope: Township-wide*

*Other Categories Affected: Environment and Soil Quality, Engagement*

*Tasks:*

- 1. Draft and adopt water protection and conservation policies for township staff*
- 2. Collect materials for resident education including information about storm water management, safe disposal of medicines, biofiltration, conservation methods, septic system inspection every three years, and well water protection during flooding*
- 3. Create Water web page on township website, offering definitions, resources, funding information, links including ReadyNotifyPA for severe weather alerts and county water warnings*
- 4. Include information about water protection and conservation at annual sustainability fair*
- 5. Create a water conservation competition for township residents and businesses*
- 6. Include an article in township newsletter about water at least annually*
- 7. Include reminder on township tax bill to pump your septic system every three years*

*Results: Educated and motivated WVT staff and citizens do positive things to protect water quality and reduce consumption on their properties.*

*Who will be responsible to see this happens? WVST, Township Manager, BoS*

*Who should do the work? Township Manager and Secretary (website), WVST and EAC (fair and competition), BoS and Solicitor (policies). Partner with non-profits such as Green Valley Association, our local watershed association, and County agencies such as Chester County Water Authority wherever possible.*

*When does it need to be done to have an impact? 2025 and ongoing*

*Target: Hits on web page, number of attendees at fair and participants in contest. Gradual reduction in water consumption and pollution measured by Chester County, DVRPC, local surveys; well water and stream tests*

*How much will it cost? \$2,000 annually for event costs*

*Funding source? Donations, General Fund*

*Initiative 6: Educate landowners about best soil practices*

*Category: Environment*

*Goal: Protect and improve soil*

*Target: Residents are well educated in good soil stewardship practices.*

*Note: PA Code 102.4 requires an erosion and sediment BMP (best management practices) plan for plowing, tilling, and animal heavy use of greater than 5000 sq. ft.*

*Scope: Township*

*Other Categories Affected: Environment/ Water*

*Tasks*

- 1. Collect educational materials from PA Dept of Agriculture, Rodale Institute, Pennsylvania Association of Sustainable Agriculture.*
- 2. Develop an educational program on soils as part of Township educational series on Sustainable Environmental Practices to incorporate into calendar of events*
- 3. Create a page on the website devoted to agriculture, gardening, and animal pastures with resources, tips, and links*
- 4. Use online sources, library displays, school programs and other educational tools*

*Results: Residents gradually become better informed about sustainable soil practices*  
*Who will be responsible to see this happens? WVST, EAC, Township staff*  
*Who should do the work? WVST, Township staff*  
*When does it need to happen to have an impact? 2025 and ongoing*  
*How do I measure this? Number of participants in educational program, hits on webpage, survey*  
*What will it cost? Staff time*  
*Funding Source? State, county, foundation grants, General Fund*

*Initiative 7: Provide easy access to West Vincent Township Greenway Guide*

*Category: Environment*

*Goal: Protect and enhance wildlife diversity*

*Target: Educate residents about wildlife-friendly practices, such as mixed-species native perennial plantings, integrated pest management, minimal fertilizer use, etc.*

*Scope: Township*

*Other Categories Affected: All Environment, Energy, and Engagement*

*Tasks:*

- 1. Make Greenway Guide easy to find on website, with a link on every Sustainability Environment page*
- 2. Make sure copies are available in Henrietta Hankin Library*
- 3. Promote use of West Vincent Greenway Guide in newsletter*
- 4. Feature at annual sustainability fair and Community Day*

*Results: Residents gradually become better informed about sustainable soil practices*

*Who will be responsible to see this happens? Township staff*

*Who should do the work? Township staff, EAC*

*When does it need to happen to have an impact? 2025 and ongoing*

*What will it cost? Staff time*

*Funding source? General Fund*

*Note: The "Greenway Lands Stewardship Guide", West Vincent Township, Chester County, Pennsylvania, published December 2005 include on pages 117 – 126 a registry of native trees, bushes and plants. This guide is available on the Township website.*

# Bowman

4/1/25

Tommy Ryan, Township Manager  
West Vincent Township  
729 St. Matthews Road  
Chester Springs, PA 19425

RE: Supplemental Proposal for Engineering Design Services  
**Buttonwood Lane Bridge Replacement Project**  
West Vincent Township, Chester County, PA

Dear Mr. Ryan:

Bowman has prepared this supplemental proposal in order to assist West Vincent Township with the completion of final design as well as construction management/inspection services for the Buttonwood Lane Bridge. The original design agreement was dated 3/12/21. It is understood that the Township is now pursuing these improvements in accordance with the policies outlined in PennDOT Pub. 540, Local Bridge Program Delivery Guide and PennDOT Pub. 9, Policies and Procedures for the Administration of the County Liquid Fuels Tax Act of 1931 and Act 44 of 2007 and The Liquid Fuels Tax Act 655 (Effective 2019). In particular, Chapter 3 of PennDOT Pub. 9 relates directly to the Local Bridge Program. As a result of the recent Delaware Valley Regional Planning Commission (DVRPC) project selection through the Municipal Bridge Retro-Reimbursement Program (MBRP), the Township is eligible to seek retro-reimbursement for up to 80% of the project total including design, right of way, and construction costs for the project once construction is complete.

## ***Description of Improvements***

For the purposes of this proposal, the specific improvement design for the structure is a complete replacement with approach roadway improvements including installation of new safety features at all corners.

The specific work to be completed in conjunction with the design elements of the structure plans will include preparation of construction drawings, supporting analysis, documentation, bid document preparation as well as construction management/inspection.

## ***Scope of Services***

The specific tasks to be completed as part of this proposal are as follows:

- Task 1: Project Management / Administration
- Task 2: Roadway Design
- Task 3: Final Structure Plans
- Task 4: Right-of-Way Exhibits & Plan Preparation
- Task 5: Utility Coordination
- Task 6: Plans, Specifications and Estimates
- Task 7: Construction Administration
- Task 8: Construction Inspection

835 Springdale Drive, Suite 200, Exton, PA 19341  
P: 610.594.9995  
**bowman.com**



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## ***TASK 1 – Project Management / Administration***

In accordance with the original contract dated 3/12/21 and as follows:

The Bowman Project Manager will continue to coordinate the planning, scheduling, organizing, and controlling of resources to achieve the specific project objectives. Additionally, this task includes project management, invoicing and general coordination with Bowman, A.D. Marble and GeoStructures.

## ***TASK 2 – Roadway Design***

In accordance with the original contract dated 3/12/21 and as follows:

This task includes preparation of 2<sup>nd</sup> & 3<sup>rd</sup> submissions of the HOP plans to address comments received from PennDOT in the EPS #265841 Cycle 1 review letter, dated March 10, 2022. The specific work to be completed for this task will include preparation of a response letter, revisions to plans and reports to address comments received, and updating the design plans per the latest PennDOT District 6-0 standards and policies. The scope of services also includes coordinating with PennDOT District 6-0's Engineering and Permits Units throughout the resubmissions to discuss plan and report information required as part of the HOP application. This will include coordination (written and verbal correspondence) with units such as Permits, Traffic, Operations, Geotechnical, Pavement, Bridge and Right-of-Way. If PennDOT or the Township request any major design revisions, or if additional resubmissions are necessary, Bowman will contact you to discuss the review letter and determine the scope of services and fee required to address those comments.

Bowman will assist with required Highway Occupancy Permit ePermitting process and documentation that has not already been completed or has expired since the 1<sup>st</sup> HOP Submission, as described below:

- **PennDOT Electronic Permitting System (EPS)** – All HOP plans, reports, and documentation will need to be uploaded electronically to the EPS for each submission. ***Since the original EPS Application #265841 has expired, Bowman will create a new EPS Application to continue the PennDOT permitting process.***
- **M-950AA “Applicant’s Authorization” Form** – The Township will need to complete a new M-950AA Form. ***A new M-950AA form will be required since the original form executed in 2022 is no longer valid.***
- **Business Partner ID (BPID)** - The applicant must apply for a PennDOT Business Partner ID (BPID) prior to the issuance of the Highway Occupancy Permit. The BPID will be used in the establishment of a PennDOT billing account for the invoicing of construction inspection costs. ***This process was initiated in 2022 but was never completed. Bowman will assist the Township with completing the registration process.***
- **PennDOT HOP Submission Checklist** – Starting in 2024, PennDOT requires formal checklists to be completed and submitted with each HOP application. This is a standard PennDOT checklist

# Bowman

including items like plan labels, design information, plan set content, etc. Bowman will complete these required checklists and submit them with the plans and other submission documents.

## ***TASK 3 – Final Structure Plans***

In accordance with the original contract dated 3/12/21 and as follows:

This work consists of the completion of final structure plans and submittal to PennDOT for structural adequacy review. Bowman will finalize the final structure plans, details, quantities, cost estimates, and special provisions for the project. Bowman will complete all structure design calculations, structure related construction contract documents, and QA/QC forms in accordance with PennDOT's Design Manuals as amended by current strike off letters.

Structure inspection is not included in this task.

As part of the final plan submission, the final plans, including computations and special provisions, will be forwarded to the District Bridge Engineer for review and issuance of a structural adequacy letter.

## ***TASK 4 – Right-of-Way Exhibits***

In accordance with the original contract dated 3/12/21 and as follows:

Bowman will coordinate and provide information to the Township with regards to the current ROW along Hollow Road at the intersection with Buttonwood Lane. There appears to be land still owned by the original subdivision owners, Buttonwood Associates. This ROW needs to be resolved in order to obtain the Highway Occupancy Permit from PennDOT for the new access onto Hollow Road.

## ***TASK 5 – Utility Coordination***

In accordance with the original contract dated 3/12/21 and as follows:

Bowman will continue to work with PECO in order to obtain existing utility information, relocation requirements and requirements for the existing electric utility pole and associated underground wires that need to be relocated with the proposed project area. In addition, coordination will include re-mapping the existing facilities onto the base plans after receiving additional information from the utility companies. If underground and aboveground conflict with the proposed work and relocations cannot be avoided, Bowman will coordinate with the facility owners for their relocation design and relocation agreements. Bowman will forward the relocation documentation to the Township for execution.

## ***TASK 6 – Plans, Specifications and Estimates***

In accordance with the original contract dated 3/12/21 and as follows:

Bowman will continue to finalize the Plans, Specifications, Schedule of Prices (Items), and engineers detailed estimate.

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## EXCLUSIONS

Meetings and Project Coordination (Hourly Basis) – Bowman will provide additional assistance throughout the PADEP approval process, utility, and right-of-way coordination. Meeting and coordination services are assumed to include project team conference calls, field meetings, meeting preparation, travel time, attendance, and any follow-up correspondence or minutes for meetings. ***Bowman proposes to provide this service on an hourly basis.***

Additionally, this proposal does not include any major design revisions, or changes to the proposed project scope of work, storm water management design, utility relocation design engineering, survey during construction or NPDES permitting. The services to be performed pursuant to this agreement are strictly limited to those expressly set forth herein. No additional services will be provided unless requested and agreed to in writing.

## ***TASK 7 – Construction Administration***

Bowman will attend the pre-construction meeting at the Township office once the project is awarded. All project submittals related to shop drawings and materials will be reviewed and approved by the project designer. The review and acceptance of the shop drawings and other project submittals such as Request for Information (RFI's) will be coordinated by Bowman. During the construction period, Bowman will review and approve material quantity measurements submitted by the contractor and process payment applications submitted by the contractor on the project. All payment applications, additional work authorizations and work orders will be submitted to Township for final approval. Progress meetings will be conducted, and meeting minutes will be prepared and distributed.

## ***TASK 8 – Construction Inspection***

Bowman's inspection team will be on-site each day they are working on the bridge structure. Part-time inspection during the initial placement of the erosion and sediment control measures and Full-time inspection during critical construction work such as abutment construction, beam placement, deck construction and installation of approach guiderail, transitions, and end treatments. The construction inspection team will be responsible for the following:

- 1) Day-to-day on-site construction inspection as listed above.
- 2) Daily Project Site Activity reports.
- 3) Material certification & delivery ticket collection and organization.
- 4) Oversight of any unforeseen daily force account and change order work and associated documentation.
- 5) Measurement of material quantities.
- 6) Attendance at progress meetings.

Bowman's Construction Manager will review and accept the Daily Project Site Activity reports. Copies of all project documentation will be emailed to the Township during construction and finalized at the completion of the project. **Bowman anticipates a construction duration of two hundred seventy calendar days.** We anticipate that our inspection team will be on site for an average of thirty (30) hours per week during that duration for an estimated 1080 hours during construction. Our office will contact you when we are at 75% of the budgeted hours to determine if additional time will need to be authorized by the Township.

# Bowman

*Mileage will be billed as a reimbursable expense calculated from the Exton Office to the project site at 30 miles round trip. If the fieldwork construction duration exceeds two hundred seventy calendar days, a supplement to our Not to Exceed fee for Task 8 may be necessary for the additional construction inspection hours that may be required. Our office will contact you when we are at 75% of the Task 8 budget to determine if additional construction inspection hours will need to be authorized by the Township.*

## SCHEDULE

We will proceed upon receipt of your signed authorization of this proposal with ***an anticipated Notice to Proceed (NTP) date of May 1<sup>st</sup>, 2025. The anticipated project completion date is December 1<sup>st</sup>, 2026.*** Bowman will submit Bowman will coordinate directly with the Township to meet the schedule summarized below. It is noted that the MBRP requirements state that the project construction requires completion by August 1, 2028, and fund reimbursement is on a first-come, first-serve basis. The project schedule is anticipated to be the following:

|                                  |                               |
|----------------------------------|-------------------------------|
| Final Design / ROW Acquisition:  | May 2025 – November 2025      |
| Advertisement & Bidding:         | December 2025 – February 2026 |
| Construction:                    | March 2026 – December 2026    |
| Project Close-Out/Reimbursement: | January 2027 – May 2027       |

## FEE

The ***Lump Sum*** fees for the foregoing scope of work is as follows:

|   |                  |
|---|------------------|
| Task 1: Project Management / Administration.....  | \$5,400          |
| Task 2: Roadway Design (In addition to \$1,300<br>remaining from original contract) .....                             | \$10,500         |
| Task 3: Final Structure Plans.....  | \$16,900         |
| Task 4: Right-of-Way Exhibits & Plan Preparation<br>(In addition to \$5,332.50 remaining from original contract)..... | \$2,480          |
| Task 5: Utility Coordination (In addition to \$1,795<br>Remaining from original contract) .....                       | \$9,400          |
| Task 6: Plans, Specifications and Estimates.....  | \$8,560          |
| Task 7: Construction Administration.....  | \$30,160         |
| Task 8: Construction Inspection.....  | <u>\$168,520</u> |
| <b>Total Fee:.....</b>  | <b>\$251,920</b> |

Services extending past December 31 of the current year will be automatically updated to the current rate sheet for the next year in accordance with the *Standard Provisions for Professional Services approved for the*

# Bowman

*calendar year.* If construction extends into 2027, an escalation charge of \$7,180 will be added to the proposal fee.

This **fee is exclusive of reimbursable and out-of-pocket expenses** including ATR rental, reproduction, overnight mail packages, plotting, graphics, personal automobile usage, bucket truck rental, tolls, permit fees, and other incidental expenses, to which a 15% mark-up will be applied, in accordance with the attached **SCHEDULE A - FEES FOR REPROGRAPHIC, DELIVERY, TRAVEL AND OTHER SERVICES**. Additionally, meeting preparation and/or attendance, will be invoiced on hourly basis at the rates contained in the attached **SCHEDULE B**, when requested and authorized and billed separately. If any of the additional services are required, we will prepare a change order for authorization, as requested.

The individual signing this Proposal acknowledges that he or she has received and read Bowman Consulting Group Ltd.'s ("Bowman") Standard Terms and Conditions and agrees on behalf of the Client, to be bound by them. Upon authorization of this proposal, please include your accounts payable information on the attached **SCHEDULE C**.

If you should have any questions, or require further information, please feel free to contact me at 610-594-9995 or [cseaman@bowman.com](mailto:cseaman@bowman.com).

Sincerely,



Christopher Seaman, P.E., C.B.S.I.  
Regional Service Leader – Bridge

#### Attachments

- Schedule A
- Schedule B
- Schedule C
- Terms and Conditions

#### Accepted for West Vincent Township

If signing for an LLC, LP, or other business, you must have binding authority to make payments to Bowman Consulting Group, Ltd. or assign an alternate business. If adequate information is not provided, and/or cannot be verified by Bowman, work will not commence on your project.

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## MEMO

from: Tommy Ryan  
date: April 9, 2025  
re: **bid awards**

---

The Township let for bid the below-listed items, in accordance with that required by the Second Class Township Code, and high bids and bidders for each item are as follows:

### Air-FLO Salt Spreader

- high bid: \$91.00
- high bidder: Jonathan Ohler, Malvern, PA

### 2015 Chevy Silverado

- high bid: \$14,200.00
- high bidder: Brian Owens, Clearfield, PA

### Kenwood mobile radios

- high bid: \$575.00
- high bidder: David Sungelo, Lakewood, CO

I recommend award of these bids be approved at the April 21 Meeting.



**WEST VINCENT TOWNSHIP  
POLICE DEPARTMENT  
March 2025 Monthly Report**



**Crime Information**

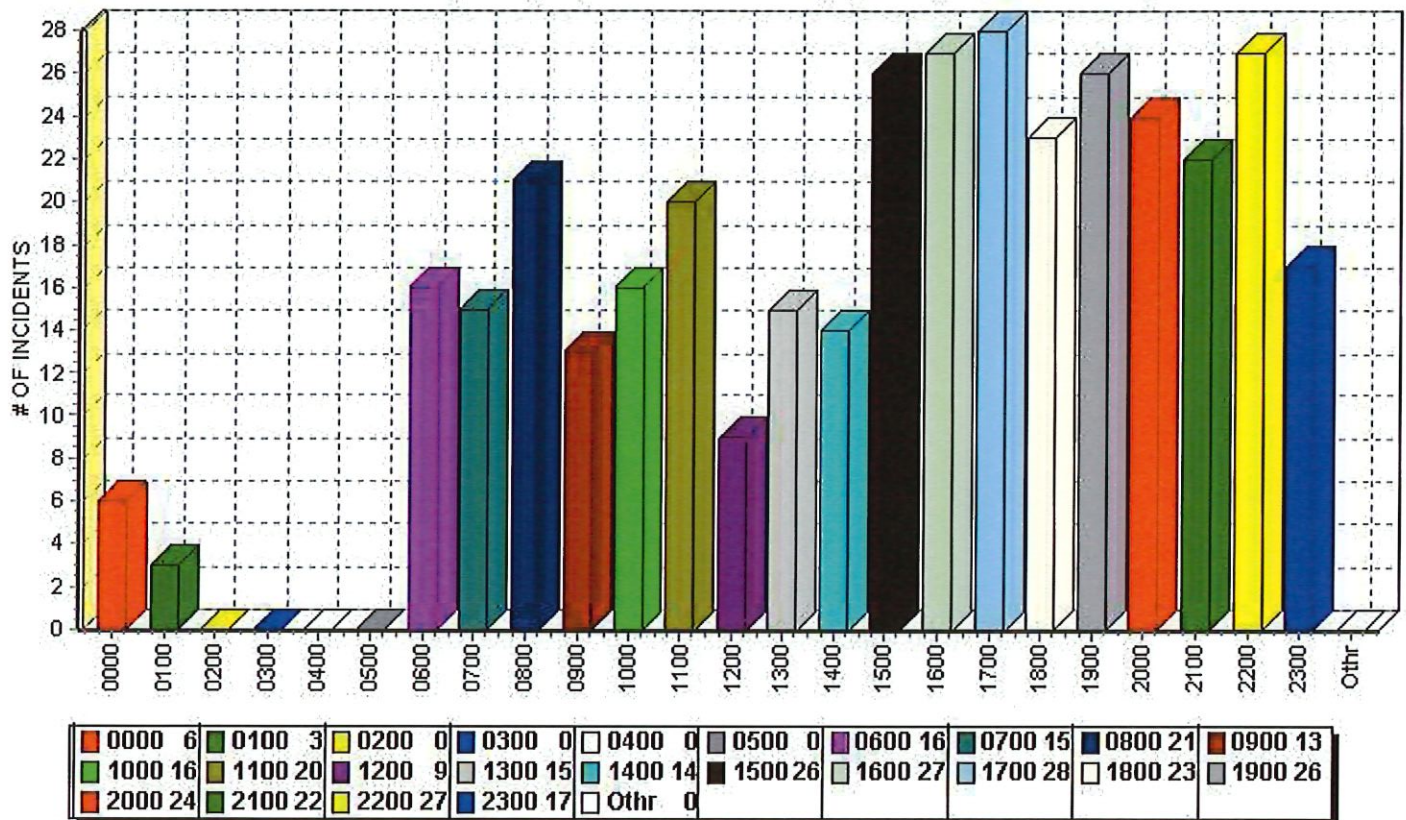
| <b>Part I Offenses</b>        | <b>2025</b> | <b>2024</b> |
|-------------------------------|-------------|-------------|
| Murder                        | 0           | 0           |
| Rape                          | 0           | 0           |
| Robbery                       | 0           | 0           |
| Aggravated Assault            | 0           | 0           |
| Burglary                      | 0           | 0           |
| Theft                         | 1           | 0           |
| Theft of Vehicle              | 0           | 0           |
| Arson                         | 0           | 0           |
| <b>Total Part I Offenses</b>  | <b>1</b>    | <b>0</b>    |
| <b>Part II Offenses</b>       | <b>2025</b> | <b>2024</b> |
| Criminal Mischief             | 1           | 0           |
| Disorderly Conduct            | 0           | 0           |
| DUI                           | 0           | 1           |
| Drunkenness                   | 0           | 0           |
| Embezzlement                  | 0           | 0           |
| Forgery/Counterfeiting        | 0           | 0           |
| Fraud                         | 0           | 2           |
| Gambling                      | 0           | 0           |
| Harassment                    | 0           | 0           |
| Liquor Laws                   | 0           | 0           |
| Drugs/Narcotics               | 0           | 0           |
| Other Assaults                | 1           | 1           |
| Prostitution                  | 0           | 0           |
| Receiving Stolen Property     | 0           | 0           |
| Sex Offenses                  | 0           | 0           |
| Trespassing                   | 1           | 1           |
| Vagrancy                      | 0           | 0           |
| Underage Drinking             | 0           | 0           |
| Weapons Offenses              | 0           | 0           |
| Other Offenses                | 1           | 1           |
| <b>Total Part II Offenses</b> | <b>4</b>    | <b>6</b>    |

**Service Activity**

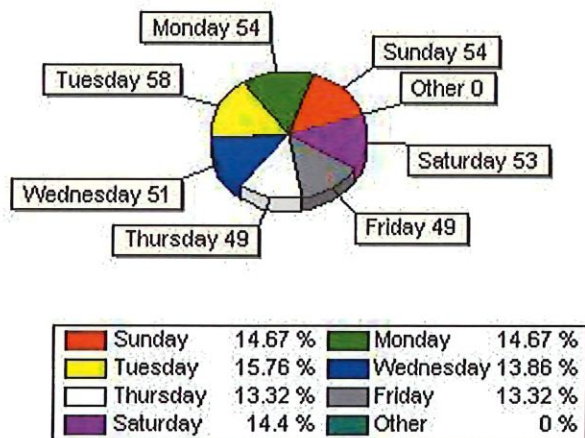
| <b>Service Calls</b> | <b>2025</b> | <b>2024</b> |
|----------------------|-------------|-------------|
| 911 Hang Ups         | 1           | 1           |
| Accidents            | 4           | 6           |
| Alarms               | 13          | 18          |
| Ambulance Assist     | 17          | 20          |
| Animal Complaints    | 6           | 3           |
| Business Checks      | 40          | 49          |
| Disabled Vehicle     | 0           | 1           |
| Disturbances         | 1           | 1           |
| DOA (Death)          | 0           | 0           |
| Domestic Disturbance | 3           | 2           |
| Fire                 | 10          | 1           |
| Lost Property        | 0           | 0           |
| Missing Persons      | 1           | 0           |
| Mutual Assist        | 4           | 7           |
| Noise Complaints     | 3           | 2           |
| Overdose             | 0           | 1           |
| Parking Complaints   | 1           | 1           |
| Police Information   | 8           | 10          |
| Shots Heard          | 0           | 1           |
| Suicide              | 0           | 0           |
| Suspicious Condition | 0           | 8           |
| Suspicious Person    | 0           | 0           |
| Suspicious Vehicle   | 0           | 0           |
| Traffic Hazard       | 6           | 9           |
| Traffic Stops        | 12          | 31          |
| Vacation Notices     | 0           | 0           |
| Warrant              | 0           | 1           |
| Well Being Checks    | 5           | 2           |

# WEST VINCENT TOWNSHIP POLICE DEPARTMENT March 2025 Monthly Report (cont'd)

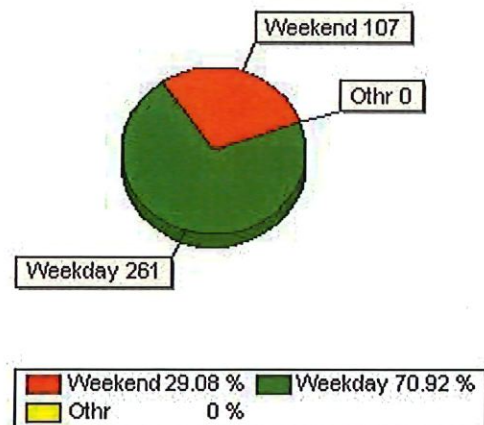
## Incident Frequency by Hour of the Day (Using DATE RECD)



## By Day of Week



## Weekday vs Weekend





**WEST VINCENT TOWNSHIP  
POLICE DEPARTMENT  
March 2025 Monthly Report (cont'd)**

**TRAINING**

No Training Attended in March.

**SUMMARY TOTALS**

Number of Calls for Service - 132

Number of Crimes Investigated - 2

Number of Arrests – 2

- Simple Assault
- PA Dog Laws

Number of Traffic Stops – 12

Number of Accidents Investigated - 4



# Ludwigs Corner Fire Company

## Monthly Incident Statistics

Month: **March 2025**

Total Calls: 64

Time in SVC: 44 Hrs 3 Min

Total Man Hours: 414 Hrs 9 Min

### West Vincent Township

Total Calls: 30

Time in SVC: 23hrs 14min

Total Man Hours: 308 Hrs 51 Min

Volume 46.88%

Auto Accident: 2  
Building Fire: 2  
Auto Alarm: \_\_\_\_\_  
Trees/Wires: 4

Accident w/Entrap: \_\_\_\_\_  
Helicopter LZ \_\_\_\_\_  
CO Alarm: \_\_\_\_\_  
Other: \_\_\_\_\_

Fire Police: \_\_\_\_\_  
Auto/Truck Fire: \_\_\_\_\_  
Brush/Woods Fire: 1

Trash/Debris: \_\_\_\_\_  
QRS/ALS 8  
QRS/BLS 13

### Upper Uwchlan Township

Total Calls: 19

Time in SVC: 7hrs 29min

Total Man Hours: 13 Hrs 51 Min

Volume 29.69%

Auto Accident: 1  
Building Fire: \_\_\_\_\_  
Auto Alarm: \_\_\_\_\_  
Trees/Wires: \_\_\_\_\_

Accident w/Entrap: \_\_\_\_\_  
Helicopter LZ \_\_\_\_\_  
CO Alarm: \_\_\_\_\_  
Other: \_\_\_\_\_

Fire Police: \_\_\_\_\_  
Auto/Truck Fire: \_\_\_\_\_  
Brush/Woods Fire: 1  
Odor Invest 1

Trash/Debris: \_\_\_\_\_  
QRS/ALS 10  
QRS/BLS 6

### East Nantmeal Township

Total Calls: 7

Time in SVC: 3hrs 16min

Total Man Hours: 12 Hrs 57 Min

Volume 10.94%

Auto Accident: 1  
Building Fire: \_\_\_\_\_  
Auto Alarm: \_\_\_\_\_  
Trees/Wires: \_\_\_\_\_

Accident w/Entrap: \_\_\_\_\_  
Helicopter LZ \_\_\_\_\_  
CO Alarm: \_\_\_\_\_  
Other: \_\_\_\_\_

Fire Police: \_\_\_\_\_  
Auto/Truck Fire: \_\_\_\_\_  
Brush/Woods Fire: 1

Trash/Debris: \_\_\_\_\_  
QRS/ALS 3  
QRS/BLS 2

### Mutual Aid

Total Calls: 8

Time in SVC: 10hrs 4min

Total Man Hours: 78 Hrs 30 Min

Volume 12.50%

Auto Accident: \_\_\_\_\_  
Building Fire: 1  
Auto Alarm: \_\_\_\_\_  
Relocate/standby 2

Accident w/Entrap: \_\_\_\_\_  
Helicopter LZ \_\_\_\_\_  
CO Alarm: \_\_\_\_\_  
Other: \_\_\_\_\_

Fire Police: \_\_\_\_\_  
Auto/Truck Fire: \_\_\_\_\_  
Brush/Woods Fire: 5

Trash/Debris: \_\_\_\_\_  
QRS/ALS \_\_\_\_\_  
QRS/BLS \_\_\_\_\_

Average responders per Fire call  
Automatic alarms for March  
Training Hours

10.05  
0  
216

Average responders per QRS call  
Fire Chief, Ross Trego

1.52

# Kimberton Fire Company

Kimberton, PA

This report was generated on 4/5/2025 1:59:33 PM



## Incident Type per Municipality for Date Range

Start Date: 03/01/2025 | End Date: 03/31/2025

| INCIDENT TYPE  | # INCIDENTS |
|--|-------------|
| <b>Municipality: CHARLESTOWN (TOWNSHIP OF)</b>           |             |
| 324 - Motor vehicle accident with no injuries.           | 1           |
| 551 - Assist police or other governmental agency         | 1           |
| 651 - Smoke scare, odor of smoke                         | 1           |
| 743 - Smoke detector activation, no fire - unintentional | 2           |

# Incidents for Charlestown (Township of):

5

|  |   |
|--|---|
| <b>Municipality: EAST PIKELAND (TOWNSHIP OF)</b>         |   |
| 130 - Mobile property (vehicle) fire, other              | 1 |
| 142 - Brush or brush-and-grass mixture fire              | 1 |
| 324 - Motor vehicle accident with no injuries.           | 1 |
| 551 - Assist police or other governmental agency         | 1 |
| 611 - Dispatched & cancelled en route                    | 1 |
| 651 - Smoke scare, odor of smoke                         | 1 |
| 740 - Unintentional transmission of alarm, other         | 4 |
| 743 - Smoke detector activation, no fire - unintentional | 4 |
| 745 - Alarm system activation, no fire - unintentional   | 3 |
| 911 - Citizen complaint                                  | 1 |

# Incidents for East Pikeland (Township of):

18

|   |   |
|---|---|
| <b>Municipality: LOWER PROVIDENCE (TOWNSHIP OF)</b> |   |
| 141 - Forest, woods or wildland fire                | 1 |

# Incidents for Lower Providence (Township of):

1

|   |   |
|---|---|
| <b>Municipality: NEWLIN (TOWNSHIP OF)</b> |   |
| 141 - Forest, woods or wildland fire      | 1 |

# Incidents for Newlin (Township of):

1

|  |   |
|--|---|
| <b>Municipality: PHOENIXVILLE</b>                |   |
| 111 - Building fire                              | 1 |
| 551 - Assist police or other governmental agency | 1 |
| 611 - Dispatched & cancelled en route            | 4 |

# Incidents for Phoenixville:

6

|  |   |
|--|---|
| <b>Municipality: SCHUYLKILL (TOWNSHIP OF)</b>          |   |
| 611 - Dispatched & cancelled en route                  | 2 |
| 745 - Alarm system activation, no fire - unintentional | 1 |

# Incidents for Schuylkill (Township of):

3

MUNICIPALITY data comes from the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



| INCIDENT TYPE  | # INCIDENTS |
|--|-------------|
| <b>Municipality: SOUTH COVENTRY (TOWNSHIP OF)</b>        |             |
| 140 - Natural vegetation fire, other                     | 1           |
| <b># Incidents for South Coventry (Township of):</b>     | <b>1</b>    |
| <b>Municipality: WEST PIKELAND (TOWNSHIP OF)</b>         |             |
| 151 - Outside rubbish, trash or waste fire               | 1           |
| 422 - Chemical spill or leak                             | 1           |
| 424 - Carbon monoxide incident                           | 1           |
| 444 - Power line down                                    | 1           |
| 743 - Smoke detector activation, no fire - unintentional | 1           |
| <b># Incidents for West Pikeland (Township of):</b>      | <b>5</b>    |
| <b>Municipality: WEST VINCENT (TOWNSHIP OF)</b>          |             |
| 140 - Natural vegetation fire, other                     | 1           |
| 142 - Brush or brush-and-grass mixture fire              | 1           |
| 143 - Grass fire   | 1           |
| 424 - Carbon monoxide incident                           | 1           |
| 444 - Power line down                                    | 1           |
| 551 - Assist police or other governmental agency         | 1           |
| 600 - Good intent call, other                            | 1           |
| 611 - Dispatched & cancelled en route                    | 1           |
| <b># Incidents for West Vincent (Township of):</b>       | <b>8</b>    |

MUNICIPALITY data comes from the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



# Finance Department Report

*This report will be forwarded on Monday.*

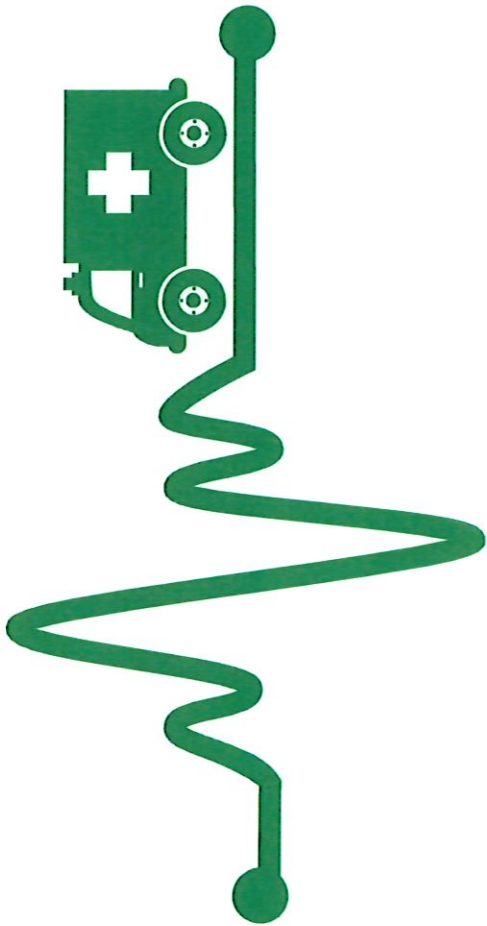


March 2025



# Monthly Operations Report





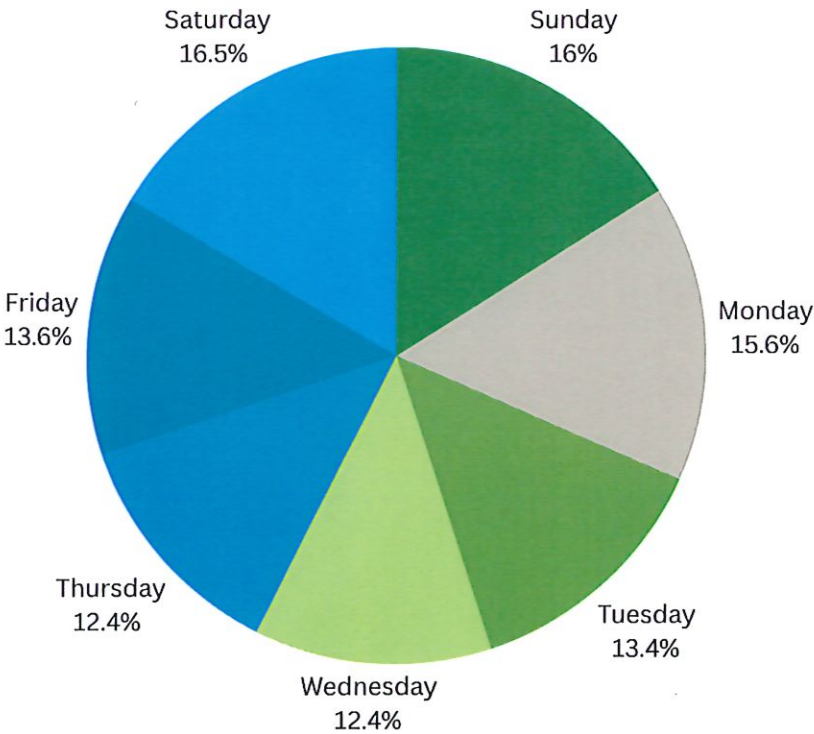
|                   |           |
|-------------------|-----------|
| Uwchlan           | 407/130   |
| West Whiteland    | 451/147   |
| Upper Uwchlan     | 117/48    |
| West Pikeland     | 43/13     |
| West Vincent      | 54/24     |
| Wallace           | 22/9      |
| East Nantmeal     | 10/1      |
| Charlestown       | 5/1       |
| Others not listed | 141/45    |
| Total YTD         | 1,250/418 |

**Volume by Township YTD/Monthly**

# RESPONSE TIMES

| Response Times        | Main | 187  | 287  |
|-----------------------|------|------|------|
| Dispatch to Enroute   | 1.8  | 1.9  | 2.3  |
| Enroute to On Scene   | 6.9  | 6.8  | 7.7  |
| On Scene to Transport | 15.6 | 14.7 | 15.6 |
| Transport to Hospital | 18.9 | 14.7 | 22.2 |
| Hospital to Available | 31.5 | 31.6 | 36.5 |
| Total Call Time       | 58.2 | 54.2 | 67.2 |

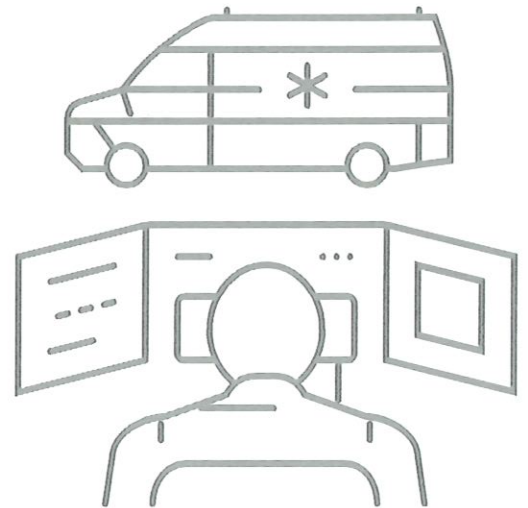
## Call Volume By the Day of the Week





# What did we respond to?

|  |            |
|--|------------|
| <b>March</b>   |            |
| Assist,<br>Public  | 1          |
| No Services<br>Required  | 30         |
| Patient Dead<br>at Scene-No Resuscitation<br>Attempted (Without Transport) | 5          |
| Patient Dead<br>at Scene-Resuscitation Attempted<br>(Without Transport)    | 3          |
| Patient<br>Refused Care  | 40         |
| Recalled<br>Enroute  | 22         |
| Recalled On<br>Scene   | 11         |
| Recalled<br>Prior to Response  | 1          |
| Standby -<br>Prescheduled Event  | 1          |
| Standby<br>Public Safety, Fire, or EMS<br>Operational Support Provided     | 0          |
| Standby-No<br>Services or Support Provided                                 | 5          |
| Treated,<br>Refused Transport  | 19         |
| Treated,<br>Released to BLS  | 0          |
| Treated,<br>Transferred Care   | 4          |
| Treated,<br>Transported ALS  | 100        |
| Treated,<br>Transported ALS with other BLS<br>Agency                       | 4          |
| Treated,<br>Transported BLS  | 151        |
| Treated,<br>Transported IALS   | 21         |
| <b>Total</b>   | <b>418</b> |



## Calls by Station Annual/ Monthly



Main: 640/216

187: 438/147

287: 172/55

## Common Call Volume Annual /Monthly

Exton Senior Living: 27/8

Eagleview Landing: 27/10

MainLine Health Urgent Care: 26/10

Exton Acute Care: 54/18

Arbor Terrace: 39/13

Sunrise/Morning Side House: 18/3

Holcomb Health: 0/0

Fieldstone: 11/4

## 2025 vs. 2024

418      408

1,250    1,264







## Contact Us



610.363.1067



[www.station87.com](http://www.station87.com)



70 W Welsh Pool Rd, Exton

# Thank You

## for your continued support!

Please reach out with any questions or if you want to see additional data on your coverage area.

Kathi Cozzone, NREMT, CAFO

Executive Director

[kcozzone@station87.com](mailto:kcozzone@station87.com)



3:19 PM

04/14/25

Cash Basis

**West Vincent Township - 01 General Fund**  
**Profit & Loss**  
January through March 2025

|  | Jan - Mar 25 |
|--|--------------|
| <b>Income</b>  |              |
| 300-310 · TAXES  |              |
| 144.01 · TAX LIENS   | 6,412.16     |
| 301.00 · REAL ESTATE TAXES                                   |              |
| 301.10 · RE TAX CURRENT YEAR                                 | 6,012.39     |
| Total 301.00 · REAL ESTATE TAXES                             | 6,012.39     |
| 310.10 · RE TRANSFER TAX                                     | 292,930.50   |
| 310.20 · EARNED INCOME TAX                                   | 588,092.70   |
| Total 300-310 · TAXES  | 893,447.75   |
| 320-322 · LICENSES & PERMITS                                 |              |
| 321.00 · BUSINESS LICENSES & PERMITS                         |              |
| 321.80 · CABLE TV FRANCHSE FEE                               | 16,006.80    |
| Total 321.00 · BUSINESS LICENSES & PERMITS                   | 16,006.80    |
| 322.00 · NON-BUSINESS LICENSES & PERMIT                      |              |
| 322.30 · DRIVEWAY PERMITS                                    | 600.00       |
| 322.54 · GRADING PERMIT                                      | 12,500.00    |
| Total 322.00 · NON-BUSINESS LICENSES & PERMIT                | 13,100.00    |
| Total 320-322 · LICENSES & PERMITS                           | 29,106.80    |
| 330-332 · FINES & FORFEITS                                   |              |
| 331.00 · FINES   |              |
| 331.14 · FINES & FORFEITS - OTHER (FINES & FORFEITS - OTHER) | 525.00       |
| 331.10 · COURT FINES   | 530.68       |
| Total 331.00 · FINES   | 1,055.68     |
| Total 330-332 · FINES & FORFEITS                             | 1,055.68     |
| 341-342 · INTEREST RENTS & ROYALTIES                         |              |
| 341.01 · INTEREST EARNINGS                                   | 14,122.32    |
| 342.00 · RENTS & ROYALTIES                                   | 8,125.00     |
| Total 341-342 · INTEREST RENTS & ROYALTIES                   | 22,247.32    |
| 354-356 · STATE SHARED REVENUE                               |              |
| 355.00 · STATE SHARED REV & ENTITLEMENTS                     |              |
| 355.04 · ALCOHOLIC BEVERAGE LI                               | 400.00       |
| Total 355.00 · STATE SHARED REV & ENTITLEMENTS               | 400.00       |
| Total 354-356 · STATE SHARED REVENUE                         | 400.00       |
| 361-379 · CHARGES FOR SERVICES                               |              |
| 361.66 · Failed Inspection Fee                               | 150.00       |
| 361.00 · GENERAL GOVERNMENT REV                              |              |
| 361.35 · O&M Fees  | 1,250.00     |
| 361.33 · ZONING PERMIT                                       | 5,100.00     |
| Total 361.00 · GENERAL GOVERNMENT REV                        | 6,350.00     |
| 362.00 · PUBLIC SAFETY                                       |              |
| 362.11 · SALE OF POLICE REPORT                               | 120.00       |
| 362.41 · BUILDING PERMITS                                    | 72,231.12    |
| 362.51 · PA UCC ADMIN FEE                                    | 148.50       |
| 362.52 · REVIEW FEE  | 10,604.50    |
| Total 362.00 · PUBLIC SAFETY                                 | 83,104.12    |
| 367.00 · CULTURE / RECREATION                                |              |
| 367.81 · COMMUNITY GARDEN                                    |              |
| 367.85 · Garden Equipment Funds                              | 50.00        |
| 367.81 · COMMUNITY GARDEN - Other                            | 3,380.00     |

3:19 PM

04/14/25

Cash Basis

# West Vincent Township - 01 General Fund

## Profit & Loss

### January through March 2025

|   | Jan - Mar 25 |
|---|--------------|
| Total 367.81 · COMMUNITY GARDEN                   | 3,430.00     |
| Total 367.00 · CULTURE / RECREATION               | 3,430.00     |
| 361-379 · CHARGES FOR SERVICES - Other            | 100.00       |
| Total 361-379 · CHARGES FOR SERVICES              | 93,134.12    |
| 383-389 · UNCLASSIFIED OPERATING REVENUES         |              |
| 387.00 · Donations from Private Sources           |              |
| 387.02 · Donation to General Township             | 2,010.00     |
| Total 387.00 · Donations from Private Sources     | 2,010.00     |
| 389.00 · OTHER UNCLASSIFIED REVENUE               | 19,869.24    |
| 383-389 · UNCLASSIFIED OPERATING REVENUES - Other | 4,813.21     |
| Total 383-389 · UNCLASSIFIED OPERATING REVENUES   | 26,692.45    |
| Total Income                                      | 1,066,084.12 |
| Gross Profit                                      | 1,066,084.12 |
| Expense   |              |
| 400-409 · GENERAL GOVERNMENT                      |              |
| 400.420 · BOS - DUES/SUBSCR/MEMBER                | 2,744.00     |
| 400.00 · LEGISLATIVE GOVERNING BODY               |              |
| 465.250 · Litter Lifters                          | 875.52       |
| 400.460 · BOS-MTGS & CONFERENCES                  | 862.00       |
| Total 400.00 · LEGISLATIVE GOVERNING BODY         | 1,737.52     |
| 401.00 · TOWNSHIP MANAGER                         |              |
| 401.460 · MEETINGS, CONFERENCES & DUES            | 165.00       |
| 401.110 · MANAGER SALARY                          | 38,043.84    |
| 401.192 · MANAGER FICA                            | 470.77       |
| 401.196 · MANAGER HEALTH INSURANCE                | 3,697.30     |
| Total 401.00 · TOWNSHIP MANAGER                   | 42,376.91    |
| 402.00 · FINANCIAL ADMINISTRATION                 |              |
| 402.311 · Auditing Services                       | 19,175.00    |
| Total 402.00 · FINANCIAL ADMINISTRATION           | 19,175.00    |
| 403.00 · TAX COLLECTION                           |              |
| 403.310 · TAX COLLECTION PROF SERV                | 27.27        |
| Total 403.00 · TAX COLLECTION                     | 27.27        |
| 404.00 · SOLICITOR/LEGAL SERVICES                 |              |
| 404.310 · TOWNSHIP SOLICITOR                      | 20,074.00    |
| 404.314 · LEGAL SERVICES                          | 2,090.50     |
| Total 404.00 · SOLICITOR/LEGAL SERVICES           | 22,164.50    |
| 405.00 · SECRETARY/CLERK                          |              |
| 405.111 · ADMIN - FT - WAGES                      | 17,013.96    |
| 405.192 · SECRETARY - FICA                        | 1,282.62     |
| 405.196 · SEC HEALTH INSURANCE                    | 17,950.01    |
| 405.198 · SEC DENTAL INSURANCE                    | 165.27       |
| 405.199 · SEC LIFE/ DISABILITY INSUR              | 186.75       |
| Total 405.00 · SECRETARY/CLERK                    | 36,598.61    |
| 406.00 · GENERAL GOVERNMENT ADMIN                 |              |
| 406.210 · OFFICE SUPPLIES                         | 3,577.16     |
| 406.310 · PROFESSIONAL SERVICES                   | 7,026.77     |
| 406.311 · ACCOUNTING SERVICES                     | 2,100.00     |
| 406.317 · PAYROLL SERVICES                        | 1,706.85     |
| 406.321 · TELEPHONE CHARGES                       | 94.62        |
| 406.215 · POSTAGE - GENERAL                       | 301.09       |

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## West Vincent Township - 01 General Fund

## Profit &amp; Loss

04/14/25

January through March 2025

Cash Basis

|   | Jan - Mar 25 |
|---|--------------|
| 406.390 · BANK SERVICES/CHRGs                                 | 203.88       |
| 406.00 · GENERAL GOVERNMENT ADMIN - Other                     | 252.57       |
| Total 406.00 · GENERAL GOVERNMENT ADMIN                       | 15,262.94    |
| 407.00 · IT / NETWORKING / DATA PROCESSI                      |              |
| 407.01 · Website  | 1,371.64     |
| 407.750 · IT - COMPUTER - MINOR CAPITAL                       | 846.94       |
| 407.213 · COMPUTER/COPIER SUPPLIES                            | 3,383.99     |
| 407.329 · COPIER LEASE  | 2,224.63     |
| 407.310 · CONTRACTED SERV                                     | 2,862.33     |
| 407.00 · IT / NETWORKING / DATA PROCESSI - Other              | 13,013.95    |
| Total 407.00 · IT / NETWORKING / DATA PROCESSI                | 23,703.48    |
| 408.00 · ENGINEERING SERVICES                                 |              |
| 408.310 · TWP ENGINEER  | 59,849.02    |
| 408.00 · ENGINEERING SERVICES - Other                         | 14,861.15    |
| Total 408.00 · ENGINEERING SERVICES                           | 74,710.17    |
| 409.00 · BUILDINGS & PLANT                                    |              |
| 409.367 · WATER & FIRE HYDRANTS                               | 8,015.47     |
| 409.366 · ALARM SECURITY COMPANY                              | 4,380.03     |
| 409.375 · CUSTODIAL   | 2,472.92     |
| 409.226 · CLEANING SUPPLIES                                   | 98.99        |
| 409.230 · HEATING FUEL  | 1,777.13     |
| 409.361 · ELECTRICITY   | 1,090.91     |
| 409.364 · SEWER   | 169.14       |
| 409.365 · SOLID WASTE   | 763.36       |
| 409.450 · CONTRACTED SERV                                     | 7,885.90     |
| Total 409.00 · BUILDINGS & PLANT                              | 26,653.85    |
| Total 400-409 · GENERAL GOVERNMENT                            | 265,154.25   |
| 410-419 · PUBLIC SAFETY-PERSON/PROPERTY                       |              |
| 410.00 · POLICE   |              |
| 410.115 · POLICE SEC HEALTHCARE                               | -93.78       |
| 410.462 · TUITION   | 2,808.00     |
| 410.112 · POLICE SECRETARY WAG                                | 18,172.81    |
| 410.114 · POLICE SALARY & WAGES                               | 225,255.24   |
| 410.180 · POLICE OVERTIME (Regular OT (Not Special Event OT)) | 2,965.59     |
| 410.192 · POLICE FICA (All Police & Police Secretary FICA)    | 17,089.31    |
| 410.196 · POLICE HEALTH INSURANCE                             | 131,239.67   |
| 410.198 · POLICE DENTAL INSURANCE                             | 1,263.87     |
| 410.199 · POLICE LIFE/ DISABILITY INSUR                       | 2,613.64     |
| 410.210 · OFFICE SUPPLIES                                     | 233.01       |
| 410.213 · COMPUTER/COPIER                                     | 3.00         |
| 410.231 · VEHICLE FUEL - GAS                                  | 6,870.81     |
| 410.238 · UNIFORMS  | 1,006.53     |
| 410.260 · SMALL TOOLS/MINOR EQ                                | 5,871.61     |
| 410.321 · TELEPHONE   | 505.68       |
| 410.420 · DUES/SUBSCRIP/MEMBER                                | 280.25       |
| 410.440 · LAUNDRY/SANIT SERV                                  | 439.32       |
| 410.450 · CONTRACTED SERV                                     | 44,487.26    |
| 410.451 · REPAIR/ MAINT VEHICLES                              | 2,889.53     |
| 410.460 · MEET/CONF/TRAINING                                  | 3,051.78     |
| Total 410.00 · POLICE   | 466,953.13   |
| 411.00 · FIRE COMPANIES                                       |              |
| 411.354 · FIRE- WORKERS COMPENSATION                          | 1,726.00     |
| Total 411.00 · FIRE COMPANIES                                 | 1,726.00     |
| 413.00 · CODE ENFORCEMENT                                     |              |
| 413.112 · CODE- CLERICAL WAGES                                | 17,642.06    |
| 413.192 · CODE - FICA   | 1,342.44     |

## West Vincent Township - 01 General Fund

## Profit &amp; Loss

January through March 2025

|   | Jan - Mar 25 |
|---|--------------|
| 413.196 · CODE - HEALTH INSURANCE             | 6,131.91     |
| 413.198 · CODE - DENTAL INSURANCE             | 165.27       |
| 413.199 · CODE - LIFE/ DISABILITY INSUR       | 216.57       |
| 413.210 · OFFICE SUPPLIES                     | 152.16       |
| 413.450 · CONTRACTED SERV                     | 56,430.43    |
| Total 413.00 · CODE ENFORCEMENT               | 82,080.84    |
| 414.00 · PLANNING & ZONING                    |              |
| 414.310 · PLAN/ZONING - PROFESSIONAL SVCS     | 6,797.50     |
| 414.316 · REGIONAL PLANNING                   | 940.85       |
| 414.00 · PLANNING & ZONING - Other            | 825.00       |
| Total 414.00 · PLANNING & ZONING              | 8,563.35     |
| 415.00 · EMERGENCY MANAGEMENT                 |              |
| 415.114 · EMERGENCY MGT WAGES                 | 193.51       |
| 415.192 · EMERGENCY MGT FICA                  | 14.81        |
| 415.321 · TELEPHONE                           | 43.49        |
| Total 415.00 · EMERGENCY MANAGEMENT           | 251.81       |
| Total 410-419 · PUBLIC SAFETY-PERSON/PROPERTY | 559,575.13   |
| 420-425 · HEALTH & HUMAN SERVICES             |              |
| 422.00 · VECTOR(ANIMAL CONTROL)               |              |
| 422.114 · ANIMAL CONTROL WAGES                | 576.47       |
| 422.192 · ANIMAL CONTROL FICA                 | 44.09        |
| 422.246 · ANIMAL CONTROL SUPPLY               | 82.75        |
| 422.00 · VECTOR(ANIMAL CONTROL) - Other       | 21.56        |
| Total 422.00 · VECTOR(ANIMAL CONTROL)         | 724.87       |
| Total 420-425 · HEALTH & HUMAN SERVICES       | 724.87       |
| 430-439 · PUBLIC WORKS-HWYS & STREETS         |              |
| 430.00 · HIGHWAY MAINTENANCE                  |              |
| 430.220 · OPERATING SUPPLIES                  | 113.89       |
| 430.110 · FOREMAN WAGES                       | 19,026.56    |
| 430.111 · STAFF WAGES                         | 45,553.68    |
| 430.121 · ROAD MASTER WAGES                   | 22,681.11    |
| 430.180 · PW OVERTIME                         | 14,082.04    |
| 430.192 · PW FICA                             | 7,667.72     |
| 430.196 · PW HEALTH INSURANCE                 | 55,713.86    |
| 430.198 · PW DENTAL                           | 1,164.82     |
| 430.199 · PW LIFE/ DISABILITY INSUR           | 710.22       |
| 430.210 · OFFICE SUPPLIES                     | 362.48       |
| 430.230 · HEATING FUEL                        | 2,311.20     |
| 430.232 · VEHICLE-DIESEL                      | 5,684.52     |
| 430.246 · OTHER SERVICES SUPPLY               | 22.62        |
| 430.251 · VEHICLE PARTS                       | 1,742.05     |
| 430.260 · SMALL TOOLS/MINOR EQ                | 4,168.78     |
| 430.321 · TELEPHONE                           | 300.00       |
| 430.451 · REPAIR/ MAINT. VEHICLE              | 11,511.69    |
| Total 430.00 · HIGHWAY MAINTENANCE            | 192,817.24   |
| 432.00 · WINTER MAINTENANCE                   |              |
| 432.239 · SNOW REMOVAL MATERIALS              | 13,338.38    |
| 432.450 · SNOW- CONTRACTOR SERVICES           | 22,895.00    |
| Total 432.00 · WINTER MAINTENANCE             | 36,233.38    |
| 438.00 · REPAIRS TO ROADS & BRIDGES           |              |
| 438.318 · PAVED ROAD MAINT.                   | 10,841.02    |
| 438.452 · CONTRACTED SERVICES                 | 6,867.87     |
| 438.760 · ROAD/BRIDGE REPAIR                  | 2,425.00     |
| Total 438.00 · REPAIRS TO ROADS & BRIDGES     | 20,133.89    |

3:19 PM

## West Vincent Township - 01 General Fund

## Profit &amp; Loss

04/14/25

January through March 2025

Cash Basis

|  | Jan - Mar 25 |
|--|--------------|
| Total 430-439 · PUBLIC WORKS-HWYS & STREETS  | 249,184.51   |
| 450-459 · CULTURE - RECREATION               |              |
| 454.00 · TOWNSHIP PARK                       |              |
| 454.010 · PARKS & REC                        | 190.00       |
| 454.235 · PARK & REC. PROGRAMS               | 380.00       |
| 454.247 · COMMUNITY GARDEN                   | 190.75       |
| 454.260 · SM TOOLS/MINOR EQUIP               | 370.80       |
| 454.310 · PROFESSIONAL SERVICES              | 6,434.17     |
| 454.317 · PARK LANDSCAPING                   | 671.74       |
| 454.361 · PARKS ELECTRIC                     | 61.38        |
| Total 454.00 · TOWNSHIP PARK                 | 8,298.84     |
| Total 450-459 · CULTURE - RECREATION         | 8,298.84     |
| 460-469 · COMMUNITY DEVELOPMENT              |              |
| 461.248 · ENVIRON AD COUNCIL                 | 791.61       |
| 462.00 · COMMUNITY DEVELOPMENT/HOUSING       |              |
| 462.430 · COMM HOUSING TAXES                 | 2,175.35     |
| Total 462.00 · COMMUNITY DEVELOPMENT/HOUSING | 2,175.35     |
| Total 460-469 · COMMUNITY DEVELOPMENT        | 2,966.96     |
| 470-474 · DEBT SERVICE                       |              |
| 472.00 · DEBT INTEREST                       | 7,138.50     |
| Total 470-474 · DEBT SERVICE                 | 7,138.50     |
| 486.00 · INSURANCE, CAUALTY & SURETY         |              |
| 484.10 · WORKERS COMPENSATION                | 12,732.31    |
| 486.200 · INSURANCE-PROPERTY/CASUALTY        | 22,202.50    |
| 486.400 · INSURANCE-PUBLIC OFFICIALS         | 2,372.00     |
| Total 486.00 · INSURANCE, CAUALTY & SURETY   | 37,306.81    |
| 488-489 · UNCLASSIFIED OPERATING EXP         |              |
| 489.000 · ALL OTHER UNCLASSIFIED EXP         | 5,010.00     |
| Total 488-489 · UNCLASSIFIED OPERATING EXP   | 5,010.00     |
| Total Expense                                | 1,135,359.87 |
| Net Income                                   | -69,275.75   |



West Vincent 33 ARPA Funds  
**Profit & Loss**  
January through March 2025

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|  | Jan - Mar 25 |
|--|--------------|
| Income   |              |
| 341.00 · Interest Earnings                         | 275.12       |
| Total Income                                       | 275.12       |
| Expense  |              |
| 454 · .700 Capital Purchases (Purchases for Parks) | 50,725.43    |
| Total Expense                                      | 50,725.43    |
| Net Income   | -50,450.31   |

4:36 PM

04/14/25

Accrual Basis

**WEST VINCENT 32 Capital Equipment**  
**Profit & Loss**  
January through March 2025

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|   | Jan - Mar 25 |
|---|--------------|
| Income                                    |              |
| 341.00 · Interest - Capital Equip. Res.   | 2,669.15     |
| Total Income                              | 2,669.15     |
| Expense                                   |              |
| 410.00 · Police Capital Purchases         |              |
| 410.740 · Capital Purch.-Vehicles/Machine | 52,633.74    |
| Total 410.00 · Police Capital Purchases   | 52,633.74    |
| Total Expense                             | 52,633.74    |
| Net Income                                | -49,964.59   |

4:04 PM  
04/14/25  
Cash Basis

**West Vincent 30-Capital Road Fund**  
**Profit & Loss**  
January through March 2025

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|   | Jan - Mar 25 |
|---|--------------|
| Income  |              |
| 341-342 · Interest, Rents, or Royalties       |              |
| 341.00 · Interest - Capital Road              | 20,477.88    |
| Total 341-342 · Interest, Rents, or Royalties | 20,477.88    |
| 395.00 · Refund of Prior Year Expense         | 177,724.80   |
| Total Income                                  | 198,202.68   |
| Expense                                       | 0.00         |
| Net Income                                    | 198,202.68   |

3:23 PM

04/14/25

Cash Basis

**West Vincent Township- 05 Open Space**  
**Profit & Loss**  
**January through March 2025**

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|  | <u>Jan - Mar 25</u>      |
|--|--------------------------|
| <b>Income</b>  |                          |
| 300-310 · Taxes  |                          |
| 310.200 · EIT Special Levy Open Space                    | 286,775.94               |
| <b>Total 300-310 · Taxes</b>                             | <u>286,775.94</u>        |
| 341-342 · Interest Rents & Royalties OS                  |                          |
| 341.000 · Interest Earnings Open Space                   | 49,449.64                |
| <b>Total 341-342 · Interest Rents &amp; Royalties OS</b> | <u>49,449.64</u>         |
| <b>Total Income</b>                                      | <u>336,225.58</u>        |
| <b>Expense</b>   |                          |
| 409.450 · CONTRACTED SERVICES                            | 2,400.00                 |
| 404.310 · Legal Services                                 | 1,778.00                 |
| 460-469 · Community Development Open Space               |                          |
| 461.710 · Open Space Acquisition                         | 2,400.00                 |
| <b>Total 460-469 · Community Development Open Space</b>  | <u>2,400.00</u>          |
| 470-474 · Debt Service Open Space                        |                          |
| 472.000 · Debt Interest                                  | 380.28                   |
| 471.000 · Debt Principal                                 | 101,000.00               |
| <b>Total 470-474 · Debt Service Open Space</b>           | <u>101,380.28</u>        |
| <b>Total Expense</b>                                     | <u>107,958.28</u>        |
| <b>Net Income</b>  | <u><u>228,267.30</u></u> |

4:32 PM

04/14/25

Cash Basis

West Vincent - 35 State/Liq Fuels Fund  
Profit & Loss  
January through March 2025

|                                      | Jan - Mar 25 |
|--------------------------------------|--------------|
| Income                               |              |
| 341.00 · INTEREST - LIQUID FUEL FUND | 4,278.42     |
| 355.03 · STATE TURN BACK FUND        | 4,480.00     |
| Total Income                         | 8,758.42     |
| Expense                              | 0.00         |
| Net Income                           | 8,758.42     |

West Vincent Township -08 Sewer Fund  
Profit & Loss  
January through March 2025

|                               | Jan - Mar 25 |
|-------------------------------|--------------|
| Income                        |              |
| 341.01 · Interest on Checking | 306.42       |
| Total Income                  | 306.42       |
| Gross Profit                  | 306.42       |
| Expense                       | 0.00         |
| Net Income                    | 306.42       |



## MEMORANDUM

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TO: Bernie Couris, Dana Alan, Jim Wendelgass, Tommy Ryan, Christina Casey

FROM: Mike Hogga, Public Works Manager *MH*

SUBJECT: **Public Works Report: March 2025**

DATE: April 1, 2025

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### DAILY ACTIVITIES RELATED TO STANDARD OPERATIONS:

- Identifying, locating, responding to PA One Call locate requests.
- Pre-trip inspections for all vehicles and equipment.
- Responding to various resident-concerns when identified.

### WORK COMPLETED:

- Roadside Clean up
- Public works vehicle maintenance, recalls
- Boom mowing of township roadsides
- Clear ditches, swales, and inlets
- Storm Preparation
- Haul Stone for Gravel Roads
- Excavate soft section on Blackhorse Road, install fabric and fill
- Washing Township vehicles, treat for rust
- Maintenance of various Township facilities
- Police vehicle maintenance
- Radar recorder training
- Professional pest managers school
- Evans Park, remove dead trees and invasive species
- Grading of gravel roads
- Vibratory roll gravel roads
- Sweeping of neighborhood roads
- Hauling of topsoil from fellowship trial
- Tot lot mulch installation
- Mulching at township building and Evans Park
- Repair fence at Opalanie park
- Service Chipper, change knives
- Removal of dead trees on Cooks Glen, Sawmill rds.
- Mark out patches on paved roads



## **BUILDING & ZONING DEPARTMENT**

**MARCH 2025**

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### **Building/Zoning Permits**

- 16 Building Permits – Fees taken in: \$16,852.48
- 6 Zoning Permits – Fees taken in: \$1,800.00

### **Subdivision Land Development**

- Pothouse Kimberton LLC – Conditional Use Hearing April 30<sup>th</sup>, 2025
- 1414 Birchrun Road LLC – Preliminary Plan

### **Zoning Hearing Board – Solicitor Rob Jefferson IV**

- No Hearings Scheduled at this time