

**West Vincent Township  
Meeting Minutes - DRAFT  
Board of Supervisors  
March 17, 2025 7:00 PM**

**Attendance:** Bernie Couris, Vice Chair; Tommy Ryan, Township Manager; Dave Onorato, Township Solicitor; Christina Casey, Township Secretary; Dana Alan, Chair (via phone); **Missing:** Jim Wendelgass, Township Treasurer

Mr. Couris called the meeting to order at 7:02pm and announced that no executive sessions were held since the last meeting on March 3, 2025.

**Minutes:** **MOTION** by Mr. Couris to approve the Minutes of March 3, 2025, meeting; second by Mrs. Alan.

- **Jamie McVickar** was unable to find the approval of the February minutes. He also felt that the March 3<sup>rd</sup> meeting was incorrectly labelled on the agenda as a meeting instead of a workshop. Mr. McVickar was still unclear as to the difference between meetings and workshops. Mr. Onorato said there is no practical difference but there was concern in the past about how these things were advertised, however now they can do business and vote on business during the workshops. His understanding is that the regular "third-Monday" is a meeting where the BOS conduct most of their business, but the Board might have special things they need to do at a workshop but are still able to conduct business and vote. Mr. McVickar asked if the February minutes were ever approved. Mrs. Casey said they were approved at the meeting on March 3. Mrs. Alan noted that going forward, once minutes are approved during a meeting, they are immediately posted onto the website during that meeting for online review prior to the end of the meeting.

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

**Police Report:** **Sergeant Russell** read the February 2025 report. Report on file and will be posted on the Police website.

**Ludwigs Corner Fire Company Report:** **Deputy Chief Jeff Kimes** read the February 2025 report. Report on file and is posted on the Fire Company page of our website.

**Conditional Use Hearing – Pothouse-Kimberton LLC (986 Pottstown Pike):** This conditional Use is regarding relief for a self-storage facility. This portion of the meeting was documented by court reporter.

Christopher Shubert (attorney for applicant) had prior discussion with Mr. Onorato. Given that Mrs. Alan was unable to attend in person; another supervisor has stepped down; and some of presentation is visual in nature, the applicant's preference, especially given the third supervisor, is continuing the hearing to a date certain. **Continuation date chosen was April 30, 2025, at 7pm.** New Notice letters, posting and advertisement will also happen. Applicant will file amended application with the correct name of the applicant since multiple names have been used on documents. Public hearing was continued.

**BREAK FROM AGENDA:** Mr. Couris introduced Tommy Ryan who is the new Township Manager.

**Announcements:**

- Registration for the No Knock List. Link is on website and QR code is printed on tonight's agenda.
- Decision on Butterscotch Conditional Use to be rendered at BOS Workshop on April 7, 2025.

George Dulchinos asked if the “decision made” will be an announcement or will it be voted on in the meeting. Mr. Onorato said the supervisors will vote on April 7, 2025. Mr. Dulchinos asked if the new supervisor yet-to-be-announced who was not a party to hearings will be able to vote. Mr. Onorato said yes, the new supervisor will be able to review the transcripts.

*Mrs. Alan noted that since the release of this agenda, there was an Executive Session held this past Saturday (March 15, 2025) with Mr. Ryan for legal matters.*

Mr. Dulchinos reiterated that the decision was not made and one of the deciding parties will just review the transcripts. Mr. Onorato said it is available for him to do that.

**Treasurer’s Report:** Mr. Ryan acknowledged that a Treasurer’s Report was presented to the BOS this evening.

**Expenditures/Bills List:** Mr. Ryan noted it is presented to the Board this evening.

- **John Eldridge** noted that the Treasurer’s Report had a Summary of Funds for 2/28 and an Income Statement for 3/13. Mr. Eldridge sent Mr. Wendelgass an email on Friday (3/14/25) asking for an Income Statement as of 2/28 and was told that it could be done but the February checks and deposits would not be included. Mr. Eldridge said that as of 2/28, there was a YTD loss of \$260k and \$48k income. February 2024 YTD had a gain of \$28k. Mr. Eldridge requests that these statements be available earlier. Mr. Ryan will help to get it posted as soon as practical.
- **Mr. Dulchinos** had previously mentioned this to Mr. Wendelgass, but he would appreciate if the PDF Treasurer’s Report could be searchable.

**MOTION** made by Mrs. Alan to approve the Expenditures List for all Township Funds in the amount of \$186,987.19; second by Mr. Couris. *Motion carries unanimously.*

**Manager’s Report:** Mr. Ryan said there are three items to note:

1. Real Estate Transfer Taxes: We received \$251k which far exceeded what the budget.
2. Liquid Fuels: We received our annual allocation which was \$275k, which is a slight increase over last year. This is our portion of the gas tax received from fill-ups and distributed to municipalities based on population and lane miles. A good portion of our Road Program and infrastructure are funded by this source.
3. 2023 Audit: It has been completed and will be discussed later this evening.

Mr. Couris asked what impact an increase in electric vehicles will have on Liquid Fuels. With receiving just over \$200 per electric vehicle, Mr. Ryan said the state is looking at \$2mm total to share with all the municipalities in the Commonwealth, so we will not see much money there.

#### **OLD BUSINESS:**

**Authorize advertisement of changes to Ordinance No. 213-2025: WVT HRC** – **MOTION** by Mrs. Alan to authorize advertisement of Ordinance No. 213-2025: WVT HRC. Mr. Onorato noted this ordinance was created after the last meeting discussing changes needed to the original ordinances. Mrs. Alan said the meeting frequency of the HRC still needs to be decided. Mr. Onorato noted the schedule is to be determined by the BOS, and it does not need to be decided now but rather the meeting schedule can be set after it is adopted. **MOTION** is seconded by Mr. Couris. *Motion carries unanimously.*

**Accept the 2023 Final Audit Reports from Maillie** – **MOTION** by Mrs. Alan to accept the 2023 audit reports from Maillie; second by Mr. Couris. *Motion carries unanimously*

**Acknowledge letter from Uwchlan Ambulance Corps** - The Township was originally put on 90-day notice from Uwchlan Ambulance, but it is satisfactory for now and they will continue to service our township.

## **NEW BUSINESS:**

**Resignation of Interim Township Manager** – MOTION by Mrs. Alan accepts the resignation of interim Township Manager, Jim Wendelgass, effective 3/17/25 with Mr. Wendelgass still available as the Treasurer at \$75/hour for maximum of 20 hours per week; second by Mr. Couris. *Motion carries unanimously.*

**Resignation of Township Supervisor** – MOTION by Mrs. Alan to accept the resignation of Charlene Briggs from the WVT BOS effective immediately; second by Mr. Couris.

- **Julia Braendel** asked if Ms. Briggs is being replaced and what the process will be. Mrs. Alan confirmed someone would be appointed tonight.

*Motion carries unanimously.* Mrs. Alan noted that it was only a few months ago that there was an extensive search process for a supervisor with many people who were interested in taking the job of supervisor. She noted there are quite a few people interested in running for supervisor. Mrs. Alan said they are appointing someone who was not available at the time and is not interested in running for the position in the fall.

**Appoint Township Board of Supervisor member** - MOTION by Mrs. Alan to appoint Jim Wendelgass as Township Supervisor beginning immediately for the term ending 12/31/25; second by Mr. Couris.

- **George Dulchinos** asked if Mr. Wendelgass can be supervisor and a treasurer, and Mr. Onorato said yes.
- **Whitney Jaeger** asked if Mr. Wendelgass had put his name in with the others during the previous search. Mrs. Alan said he was unable to because he was the manager, and the timing just happened to work out perfectly for this opportunity because Mr. Wendelgass is so very familiar with all of the many things that the township is facing, and with the new manager, she feels it is a perfect transition. And Mr. Couris and Mrs. Alan did discuss this with Jim when he was manager, and he has no aspirations to continue this beyond this term.

*Motion carries unanimously.*

**Discussion of Township Treasurer position and compensation** - Mr. Onorato said Mr. Wendelgass expressed interest remaining as Township Treasurer for the time being, and he is proposing \$75/hour which the Board finds acceptable. Under Second Class Township Code, when a supervisor is also an employee of the Township, the salary must be approved by the Board of Auditors. They will need to convene to set the rate.

- **Barry DiLibero** noted that when the Township previously lacked a treasurer when Mike Schneider and John Jacobs were on the Board, stepped in, Mr. Schneider was not allowed to get paid, and he did the job for four months unpaid. Mr. DiLibero is questioning Mr. Wendelgass getting paid to do the job. Mrs. Alan noted that Mr. Wendelgass would not do the job for nothing.
- **Mr. Dulchinos** said that Mr. Wendelgass seemed more of a higher-level guy especially as treasurer, and did not seem to be into QuickBooks. Mr. Dulchinos suggested that the Board get a treasurer to do this work and eliminate the need to hire outside bookkeepers. Mr. Couris said that will be up to the manager to hire a treasurer. Mr. Dulchinos said that treasurer questions made to Mr. Wendelgass during meetings had to be deferred to what the bookkeeper was doing. Mrs. Alan said that although this is Mr. Ryan's first day, he spent the last 30 days meeting everyone and learning what is going on here so he is pretty up-to-speed and will hopefully soon be able to make some determinations on what direction we want to go. Mr. Ryan noted he does not want to be treasurer primarily for internal control.
- **Mr. McVickar** confirmed that the Auditors' Meeting needs to be advertised and that Mr. Ryan does want to hire a treasurer. Mr. McVickar asked why we need bookkeepers as well as a treasurer. Mr. Ryan said he believes only one additional employee is needed. Mr. McVickar asked how many

hours Mr. Wendelgass is expected to work. Mrs. Alan said they put a cap on 20 hours per week which she said was what he was doing before.

- **Mr. Eldridge** does not believe Mr. Wendelgass is qualified. After referencing his earlier interaction with Mr. Wendelgass regarding the February income statement, Mr. Eldridge does not believe Mr. Wendelgass knows what he is talking about. He said you need a treasurer familiar with the details. He stated Mr. Wendelgass is not qualified and should not do it.

Tentative date for the advertised meeting is Thursday, March 27. Auditors will confirm date with Mrs. Casey.

**Award Opalanie Contract** – Norm Ulrich said 9 bids were opened 3/7/25, and the bids were very tight with a difference of only \$1,002 between the first and second lowest bids. Packets are received and reviewed from each bidder, including their bid bond. Mr. Onorato said the bid bond for the lowest bidder appears deficient and disqualifies the bidder, and his suggestion is to go to the second lowest bidder. The second lowest bidder still needs to have paperwork reviewed and approved by the Township solicitor. Mr. Ulrich is looking to issue the recommendation letter to the supervisors, and looking for a motion to issue an apparent low bidder notification to second low bidder, Couzins, Inc., in the amount of \$1,045,800 with the understanding that their paperwork is in order and found to be acceptable by the Township solicitor. **MOTION** by Mrs. Alan is so moved; second by Mr. Couris. *Motion carries unanimously.* Mr. Ulrich would like to have a motion to issue the Notice to Proceed provided that the information that comes from Couzins, Inc., is acceptable.

- **Mr. Dulchinos** asked for the grant amount. Mrs. Alan said there are 3 grants totaling \$750k: \$250k from DCNR; \$250k from DCED; and \$250K from the county which matches DCED.

**National Library Week Proclamation** - Jenna Persick, Director of Chester County Library Henrietta Hankin Branch, read a proclamation: *Whereas, the Chester County's libraries, including their dedicated staff and volunteers, stand united with library advocates across the nation to celebrate the 67th annual National Library Week, recognizing the indispensable role libraries play in enriching lives, fostering community connections, and strengthening the fabric of our society. NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of West Vincent Township, Chester County, Commonwealth of Pennsylvania, hereby proclaims its strong support for National Library Week from April 6-12, 2025. The Board encourages all residents to visit their local library, explore its vast array of resources, and celebrate the many ways libraries bring people together to learn, grow, and thrive.* She thanks the BOS for making the proclamation and supporting the Hankin Branch. Mrs. Alan noted that the Friends group is looking for new members and volunteers.

**Discussion of Events at Gazebo/Pavillion: Rules and Regulations** - Mrs. Alan noted that there are no solid regulations for the gazebo at Evans Park. It is not intended for use by commercial applicants or caterers. There is parking for approximately 20 parking spaces. Mrs. Alan would like to remand back to Parks and Rec for their recommendations.

**Authorize Public Works to put in gravel parking area at Cooks Glen Park** - **MOTION** by Mrs. Alan to authorize Public Works to put in a gravel parking area at Cooks Glen Park. Mrs. Alan said they do not have much information on where it will be or how much it will cost but believes that Parks and Rec should offer an opinion with information from Mike Hogga. Mr. Ryan will see to the information being assembled. **SECOND** by Mr. Couris.

- **Mr. Dulchinos** clarified that before they make a motion they will get a budget number .
- **Craig Karkoska** asked if the Township will get outside bids for this project to see how it measures up against using Township labor and equipment. Mr. Ryan said he would speak with Mr. Hogga, but he believes from experience it is cheaper to do it in house.



**MOTION** by Mrs. Alan to authorize this to move forward with input from Parks and Rec, Public Works and Township Manager that everyone is agreeable to; second by Mr. Couris. *Motion carries unanimously.*

**Authorize purchase of three TDRs from Jim and Caryl Hanna (25-7-45 and 25-7-42) for \$96,000.00 -**  
**MOTION** by Mrs. Alan to authorize the purchase of three TDRs from Jim and Caryl Hanna for \$96,000; second by Mr. Couris. *Motion carries unanimously.*

**Committee Appointments** - **MOTION** by Mrs. Alan to appoint volunteers to committees as stated in item 18 of the Agenda for March 17, 2025; second by Mr. Couris. Per the agenda, the appointments are as follows:

- Trail Plan Implementation Committee: Frank Frederick (ending 12/31/25); Dave Gutshall (ending 12/31/26); Ken Alan (ending 12/31/27); Barb Mako (ending 12/31/28)
- Historical Commission: Steven Foley (ending 12/31/29)
- Human Relations Commission: Beth McDonnell (ending 12/31/26); Chris Calhoon-Weiss (ending 12/31/27); Sharon Marshall (ending 12/31/29); Chairman will be Steve Narewski.
- Planning Commission: Steve Bazil (ending 12/31/28)

*Motion carries unanimously.*

**Public Comment on Agenda and Non-Agenda Items** - None

*There being no further comments or questions*, the meeting adjourned at 8:04pm.

Respectfully Submitted, Christina Casey (Township Secretary)

## MEMO

from: Tommy Ryan  
date: March 25, 2025  
re: **appointments**

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At its April 7 Meeting the Board of Supervisors will consider the below appointments and authorizations:

- Zoning Officer  
Tommy Ryan
- Right-to-Know Officer, Police Department  
Chief Michael Swininger
- Right-to-Know Officer  
Tommy Ryan
- Authorized Users for accounts at Victory Bank and S&T Bank  
Dana Alan, Bernie Couris, Jim Wendelgass
- Authorized Signatories for accounts at Victory Bank and S&T Bank  
Dana Alan, Bernie Couris, Jim Wendelgass