

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

ORDINANCE NO. 224-2026

**AN ORDINANCE AMENDING THE CODE OF
THE TOWNSHIP OF WEST VINCENT AS TO THE MEMBERSHIP
AND DUTIES OF THE OPEN SPACE REVIEW BOARD**

WHEREAS, from time to time, revisions to the Code of the Township of West Vincent are required to aid the Township in its efforts to advance the overall public health, safety, and general welfare of the community;

NOW, THEREFORE, the Board of Supervisors of West Vincent Township, Chester County, Pennsylvania, hereby ordains and enacts as follows:

SECTION I

A. The Code of the Township of West Vincent shall be amended to amend Chapter 45, Open Space Review Board as follows:

1. §45-1.A shall be replaced in its entirety, and shall now read:

Establishment; membership. There is hereby created the West Vincent Township Open Space Review Board, which shall consist of seven members appointed by the Board of Supervisors of the Township of West Vincent, and which shall include within its membership one member of the Township Planning Commission and one member of the Township Environmental Advisory Council.

2. §45-1.B shall be replaced in its entirety, and shall now read:

Terms. All terms of membership shall be five years, except for the two initial appointments below:

- (1) One member for a term to expire 12-31-2027; and,
- (2) One member for a term to expire 12-31-2028.

3. §45-1.F shall be replaced in its entirety, and shall now read:

Trail Plan Implementation Subcommittee. The Board of Supervisors shall appoint three members of the Open Space Review Board to serve on a Trail Plan Implementation Subcommittee. The Subcommittee shall meet, as needed, to discuss matters pertaining to the planning and implementation of a Township-wide trail network, and related topics.

4. §45-1.G shall be added, as follows:

Compensation and reimbursement of expenses. All members of the Open Space Review Board shall serve without compensation but may be reimbursed for necessary and reasonable expenses, as approved by the Board of Supervisors.

MEMO

to: Board of Supervisors
from: Tommy Ryan, Township Manager
date: December 26, 2025
re: annual appointments, schedules & establishments

Below please find information regarding annual appointments, schedules and other matters. The Members will discuss and act upon these items at the January 5 Reorganization Meeting.

I. OFFICIAL APPOINTMENTS

- a. Township Manager, Tommy Ryan
- b. Chief of Police, Mike Swininger
- c. Finance Director & Township Treasurer, Susan Girton
- d. Township Secretary, Sean Clark
- e. Roadmaster, Mike Hogga
- f. Right-To-Know Officer, Non-Police Records, Tommy Ryan
- g. Right-To-Know Officer, Police Records, Mike Swininger
- h. Pension Plans Administrative Officer, Susan Girton
- i. Zoning Officer, Jason Barron
- j. Assistant Zoning Officer, Tommy Ryan
- k. Assistant Zoning Officer, Technicon Enterprises Inc. II
- l. Solicitor, Hladik Onorato & Federman LLP
- m. Special Counsel, Siana Law
- n. Engineer, Technicon Enterprises Inc. II
- o. Traffic Engineer, Bowman
- p. Planner, Theurkauf Design & Planning, LLC
- q. Building Code Official, ARRO Consulting
- r. Sewage Enforcement Officer, Chester County Health Department
- s. Stormwater Enforcement Officer, Technicon Enterprises Inc. II
- t. Township Historian, Cindy Clark
- u. Township Historian Emeritus, Isabelle Travaglini
- v. Animal Control Officer, Austin Russell
- w. Emergency Management Coordinator, Jim Gooding
- x. Alternate Engineer, JMR Engineering, LLC
- y. Alternate Traffic Engineer, Al Frederico
- z. PSATS Convention Delegates, Dana Alan, Bernie Couris, and Sean Clark
- aa. PSATS Convention Voting Delegate, Dana Alan
- bb. Designated users with Pennsylvania Local Government Investment Trust, Dana Alan, Bernie Couris, Sean Clark, and Susan Girton
- cc. Designated signatories with Pennsylvania Local Government Investment Trust, Dana Alan, Bernie Couris, and Sean Clark
- dd. Designated users with Victory Bank, Dana Alan, Bernie Couris, Sean Clark, and Susan Girton
- ee. Designated signatories with Victory Bank, Dana Alan, Bernie Couris, and Sean Clark
- ff. HIPPA Compliance Officer and CDL Coordinator, Susan Girton
- gg. Chester County Tax Collection Committee, Delegate, Susan Girton
- hh. Chester County Tax Collection Committee, Alternate Delegate, Tommy Ryan

II. VOLUNTEER APPOINTMENTS

- a. Vacancy Board Chair (*one-year term expires 12/31/26*)
 - i. Diedra Heitzman

- b. Environmental Advisory Council, three positions (*three-year terms expire 12/31/28*)
 - i. Carl Manthey
 - ii. Barb Mako
 - iii. Drew Wallace

- c. Environmental Advisory Council, one position (*balance of a three-year term expires 12/31/26*)
 - i. Holly DeCovny

- d. Historical Commission, one position (*five-year term expires 12/31/30*)
 - i. Kate Farnham

- e. Human Relations Commission, one position (*five-year term expires 12/31/30*)
 - i. Jason Trail

- f. Litter Lifters, three positions (*three-year terms expire 12/31/28*)
 - i. Beth Intoccia
 - ii. Dorothy Lynn
 - iii. Carys Egan

- g. Open Space Review Board, one position (*five-year term expires 12/31/30*)
 - i. Dawn Fryer

- h. Open Space Review Board, two liaison positions (*one-year terms expire 12/31/26*)
 - i. Jesse Miller – Planning Commission
 - ii. Donna Delany – Environmental Advisory Council

- i. Open Space Review Board, one position (*balance of five-year term expires 12/31/26*)
 - i. Jim Wendelgass

- j. Open Space Review Board, one position (*initial two-year term expires 12/31/27*)
 - i. Ken Alan

- k. Open Space Review Board, one position (*initial three-year term expires 12/31/28*)
 - i. Barbara Mako

- l. Parks & Recreation Committee, two positions (*five-year terms expire 12/31/30*)
 - i. Ken Alan
 - ii. James Corkum

- m. Parks & Recreation Committee, one position (*balance of a five-year term expires 12/31/27*)
 - i. Somil Agarval

- n. Parks & Recreation Committee, one position (*balance of a five-year term expires 12/31/29*)
 - i. Jane Nina

- o. Planning Commission, one position (*four-term expires 12/31/29*)
 - i. Barb Mueller

- p. Traffic Safety Committee, three positions (*three-year terms expire 12/31/28*)
 - i. Jane Nina
 - ii. Ted Otteni
 - iii. –
- q. Traffic Safety Committee, one position (*balance of a three-year term expires 12/31/26*)
 - i. –
- r. Zoning Hearing Board, one position (*five-year term expires 12/31/30*)
 - i. Kimberly Wallace
- s. Zoning Hearing Board, Alternate, one position (*balance of a five-year term expires 12/31/27*)
 - i. –

III. BOARD LIAISONS

- a. Dan Alan – Environmental Advisory Council; Historical Commission
- b. Sean Clark – Open Space Review Board; Parks & Recreation Commission
- c. Bernie Couris – Agricultural Security Area; Traffic Safety Committee

IV. PUBLIC MEETING SCHEDULE

- a. Board of Auditors – January 6
- b. Board of Supervisors, Business Meeting – Third Monday
- c. Board of Supervisors, Work Session – Third Monday, 6pm
- d. Board of Supervisors, Special Meeting – First Monday
- e. Board of Supervisors, 2027 Reorganization Meeting – January 4
- f. Environmental Advisory Council – First Thursday
- g. Historical Commission – Second Wednesday
- h. Human Relations Commission – *as advertised or announced*
- i. Open Space Review Board – Fourth Tuesday
- j. Parks & Recreation Committee – First Wednesday
- k. Planning Commission – Third Thursday
- l. Sustainability Committee – Third Wednesday
- m. Traffic Safety Committee – Second Thursday
- n. Trail Plan Implementation Committee – Second Monday
- o. UCC Regional Board of Appeals – *as advertised or announced*
- p. Zoning Hearing Board – *as advertised or announced*

Unless noted above, or as later advertised or announced, all meetings will be held at 7pm at the West Vincent Township Building, 729 Saint Matthews Road. Meetings in conflict with a holiday, or other event, may be advertised for reschedule.

V. OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust; Victory Bank
- b. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
- c. newspaper of record – *Pottstown Mercury*

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS
TOWNSHIP BUILDING
729 SAINT MATTHEWS ROAD, CHESTER SPRINGS, PA
MONDAY, DECEMBER 15, 2025, 7:00PM**

CALL TO ORDER by Chair Alan at 7:02pm.

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 November 20 to discuss matters of personnel, in specific the Chief of Police recruitment process, the selection of a Township consultant, and uniform collective bargaining agreement negotiations.
- Chair Alan announced the Board of Supervisors met in Executive Session on November 24 to discuss a personnel matter, in specific the volunteer candidates for possible appointment to various Township committees, councils, and boards.
- Chair Alan announced the Board of Supervisors met in Executive Session on December 2 to discuss a personnel matter, in specific uniform collective bargaining agreement negotiations.
- Tommy Ryan, Township Manager, announced the Board of Supervisors met in Executive Session prior to this evening's meeting to discuss matters of (a) land acquisition, in specific land acquisition strategy, the possible acquisition of one property greater than 10 acres and north of Horseshoe Trail, two properties less than 10 acres and north of Horseshoe Trail, and one parcel over 10 acres and South of Horseshoe Trail, (b) potential litigation, in specific a zoning matter, and a conditional use application, and (c) personnel, in specific employee compensation and employee benefits, the Chief of Police recruitment process, and volunteer candidates for possible appointment to various Township committees, councils, and boards.
- Chair Alan thanked Jim Wendelgass for his service to our community.
- Chair Alan commented on social media postings, public meeting discussions, public comment periods, and health care plan participation.
- Mr. Ryan announced Township Building office hours will change effective January, from 8:30am to 4:30pm to 8:00am to 5:00pm. Mr. Ryan announced Work Sessions will be scheduled at 6pm, prior to the regularly-scheduled monthly Business Meeting, effective January.
- This evening's meeting will be recorded for rebroadcast.

REPORTS

- Sergeant Austin Russell provided an overview of Police Department activities during the prior month.
- Jeff Kimes, Ludwigs Corner Fire Company, provided an overview of Fire Company activities during the prior month.
- Written reports of previous month activities were provided by Fire & EMS, the Finance Department, the Public Works Department, the Building & Zoning Department, and the Library.

PUBLIC COMMENT, AGENDA ITEMS

- John Eldridge, West Vincent Township, commented on General Fund and other fund revenues and expenditures year to date, open space debt service allocation, and public comment.
- George Dulchinos, West Vincent Township, commented on public comment, health care plan participation, and health care plan expense.
- David Wright, West Vincent Township, commented on a proposed parking plan, and on a conditional use application.
- Suzanne Roth, West Vincent Township, commented on pedestrian safety along a public roadway.
- George Martin, Counsel for Owners of a Hollow Road property, commented on a proposed parking and pedestrian pathway plan.
- Whitney Jaeger, West Vincent Township, commented on multimodal provisions of the Township Code.
- Sue Krug, West Vincent Township, commented on a proposed parking plan, current parking are configuration, crosswalks, and signage.
- Don Shoemaker, West Vincent Township, commented on a shared parking agreement, and on sidewalks.
- Tara Todd, West Vincent Township, commented on parking availability.

ACTION ITEMS

monthly reports – Mr. Couris made a motion to approve the monthly reports for November 2025, as presented. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

meeting minutes – Mr. Couris made a motion to approve the November 15, 2025 Meeting minutes, as presented. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Public Hearing – At 7:52pm David Onorato, Township Solicitor, opened a Public Hearing as to on-street parking restrictions. Mr. Onorato provided an overview of the proposed on-street parking restrictions.

There was no public comment.

Mr. Onorato closed the Public Hearing at 7:54pm.

Ordinance 220-2025 – Mr. Couris made a motion to approve Ordinance 2020-2025, to adopt on-street parking restrictions at a portion of Flowing Springs Road. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Public Hearing – At 7:54pm David Onorato, Township Solicitor, opened a Public Hearing as to the positions of Township Historian and Historian Emeritus. Mr. Onorato provided an overview of the proposed positions.

There was no public comment.

Mr. Onorato closed the Public Hearing at 7:55pm.

Ordinance 221-2025 – Mr. Couris made a motion to approve Ordinance 221-2025, to create the positions of Township Historian and Historian Emeritus. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Public Hearing – At 7:55pm David Onorato, Township Solicitor, opened a Public Hearing as to a Franchise Agreement with Verizon Pennsylvania LLC. Mr. Onorato provided an overview of the proposed Agreement.

There was no public comment.

Mr. Onorato closed the Public Hearing at 7:56pm.

Ordinance 222-2025 – Mr. Couris made a motion to approve Ordinance 222-2025, to execute a Franchise Agreement with Verizon Pennsylvania LLC. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Public Hearing – At 7:56pm David Onorato, Township Solicitor, opened a Public Hearing as to the codification of Township Supervisor health plan participation. Mr. Onorato provided an overview of the proposed ordinance.

Mr. Shoemaker commented on post-term coverage availability.

There being no additional public comment, Mr. Onorato closed the Public Hearing at 7:58pm.

Ordinance 223-2025 – Mr. Couris made a motion to approve Ordinance 223-2025, to codify the provision of Township Supervisor health plan participation. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Resolution 18-2025 – Mr. Couris made a motion to approve Resolution 18-2025, to approve the 2026 tax levy and the 2026 Budget. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Act 172 Tax Credits – Mr. Couris made a motion to ratify qualified volunteers for the Act 172 Tax Credit for 2025. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Non-Uniform Collective Bargaining Agreement – Mr. Couris made a motion to approve a collective bargaining agreement with non-uniform personnel. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Butterscotch Café parking plan & on-lot septic agreement – There was discussion regarding a shared and on-lot parking plans for, and an on-lot septic agreement at, 1406 Hollow Road.

Mr. Dulchinos commented parking lot configuration, off-site shared parking area capacity, a trail plan, the on-lot septic agreement, parking space requirements, and business size.

Mr. Martin, Counsel for the Property Owners, commented on business value to the community, Conditional Use Order conditions of approval, wastewater volume and pumping schedule, and trail markings.

Ms. Roth commented on parking area and parking space configuration, and on wastewater use and capacity.

Mr. Wright commented on traffic safety issues, liability, and parking use conformity.

Ms. Jaeger commented on speed limits.

Ian Campbell, West Vincent Township, commented on visitors to the Township.

Carson Myers, West Vincent Township, commented on business value to the community, and on parking adequacy.

Mr. Couris made a motion to approve a shared and on-lot parking plan for the Butterscotch Café, with the on-lot parking area as shown on the Meliora Sketch Plan, Number Z-EX2, and dated September 8, 2025, and as subject to any requirements of the Pennsylvania Department of Transportation, and to approve an on-lot septic agreement for this property. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

Township Engineer & Alternate Engineer appointment – Mr. Couris made a motion to approve Technicon Enterprises Inc. II and JMR Engineering, LLC to the positions of Township Engineer and Alternate Engineer, respectively, to serve at the will of the Board of Supervisors. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

expenditure approval & ratification – Mr. Couris made a motion to approve payroll dated November 19, for the pay period November 3 to November 16, in the amount of \$69,130.54, payroll dated December 3, for the pay period November 17 to November 30, in the amount of \$70,051.50; General Fund list of bills, dated November 18 to December 15, in the amount of \$132,889.28; Open Space Fund list of bills, dated November 18 to December 15, in the amount of \$367,461.50; Capital Road Fund list of bills, dated November 18 to December 15, in the amount of \$1,373.50; Capital Equipment Fund list of bills, dated November 18 to December 15, in the amount of \$117,713.38; and, Escrow Fund list of bills, dated November 18 to December 15, in the amount of \$20,285.34. The motion was seconded by Mr. Wendelgass.

By unanimous vote the motion was approved.

The meeting recessed at 8:43pm.

The meeting re-convened at 8:48pm.

PUBLIC COMMENT, NON-AGENDA ITEMS

- Chris Biegel, West Vincent Township, commented on improvements being made at a Fox Run Road property. Mr. Biegel noted the current and proposed use, on-street parking, and other concerns.
- Matt Giordano, West Vincent Township, commented on improvements being made at a Fox Run Road property. Mr. Giordano noted construction activity, road blockages, permits, permit approvals, neighbor notifications, and trees planted at the property frontage.
- Christina Casey, West Vincent Township, commented on improvements being made at a Fox Run Road property. Ms. Casey noted historical designation and review, past zoning reviews, on-site septic system, bed and breakfast regulations and registrations, permit receipts, and the Township Manager contract.
- Anna Giordano, West Vincent Township, commented on improvements being made at a Fox Run Road property. Ms. Giordano commented on commercial venue concerns, and on events and property usage.
- Kate Farnham, Historical Commission, commented on a barn at a Fox Run Road property.
- Barry DiLibero, West Vincent Township, commented on the non-uniform collective bargaining agreement.

- Jeremy Johnson, West Vinent Township, commented on traffic concerns attributable to proposed subdivision.
- Mr. Dulchinos commented on the bill list.

ANNOUNCEMENTS

- Chair Alan announced the Board of Supervisors will next meet on Monday, January 5, at 7:00pm, at the Township Building.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:37pm.

Respectfully Submitted:

Tommy Ryan
Township Manager

DRAFT

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

RESOLUTION 1-2026

A RESOLUTION TO DESIGNATE EMERGENCY SERVICE PROVIDERS

WHEREAS, West Vincent Township is responsible under the Second Class Township Code for the public safety needs of the residents of West Vincent Township; and,

WHEREAS, the Board of Commissioners of the County of Chester has requested the Township provide a resolution that designates the agencies chosen to fulfill said public safety needs of West Vincent Township, so to maintain an integrated emergency communications system;

NOW, THEREFORE, BE IT RESOLVED, that:

1. Ludwig's Corner Fire Company, Kimberton Fire Company and Ridge Fire Company will provide primary fire protection and rescue services, based on the designated boundaries set forth by the Emergency Services Map. Ludwig's Corner Fire Company, Kimberton Fire Company and Ridge Fire Company shall utilize automatic vehicle location for mutual aid assistance.
2. Uwchlan Ambulance Corps and West End Fire Company #3 EMS will provide Basic Life Support Services; and Ludwig's Corner Fire Company shall provide Quick Response Service to its designated territory.
3. The West Vincent Police Department and the Pennsylvania State Police will provide full-time police protection, during hours established by the Board of Supervisors.
4. Ludwig's Corner Fire Company, Kimberton Fire Company and Ridge Fire Company will provide rescue service.
5. Uwchlan Ambulance and West End Fire Company #3 EMS will provide Advanced Life Support Services.

AND, BE IT FURTHER RESOLVED, the Board of Supervisors has reviewed and revised, as necessary, and has adopted the West Vincent Township Emergency Operations Plan, and has reviewed and adopted the National Incident Management System as a common operating practice; and,

BE IT FURTHER RESOLVED, and the Township liaison for the above-noted organizations and the Chester County Department of Emergency Services shall be the Township Manager.

RESOLVED THIS 5th DAY OF JANUARY, 2026.

FOR WEST VINCENT TOWNSHIP

BY: _____
Board of Supervisors, Chair

ATTEST: _____
Township Manager

2026 FEE SCHEDULE

RESIDENTIAL PERMITS

NEW SFD & SFD ADDITIONS

- Review Fee \$ 500.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance \$ 300.00 plus 1.25% COC
- Failed Inspections Escrow for 20+ home developments \$ 5,000.00
- Zoning Permit required
- Stormwater Permit may be required

NEW ACCESSORY STRUCTURES & AGRICULTURAL BUILDINGS

- Review Fee \$ 300.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC
- Agricultural Buildings defined under UCC Act 45
- Zoning Permit required
- Stormwater Permit may be required

ALTERATIONS

- Review Fee \$ 300.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC
- Zoning Permit may be required
- Stormwater Permit may be required

DECKS, PATIOS, PORCHES, PERGOLAS

- Review Fee \$ 300.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC
- Zoning Permit may be required
- Stormwater Permit may be required

SOLAR, GENERATOR, MECHANICAL, HVAC (per unit)

- Review Fee \$ 300.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC

FIRE SUPPRESSION SYSTEMS & ALARM SYSTEMS

- Review Fee \$ 200.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC

RESIDENTIAL PERMITS *(continued)*

ELECTRICAL

- Review Fee \$ 200.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance for:
 - ❖ New Service \$ 600.00
 - ❖ Heater or Water Heater Replacement \$ 250.00
 - ❖ Other Electrical or Mechanical 1.25% COC

PLUMBING

- Review Fee \$ 200.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance
 - ❖ Sewer Lateral Replacement \$ 150.00
 - ❖ Other 1.25% COC

SWIMMING POOLS & ACCESSORY RECREATIONAL USES

- Review Fee
 - ❖ In-ground pools \$ 325.00
 - ❖ Above-ground pools \$ 135.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC
- Zoning Permit required
- Stormwater Permit may be required

ACCESSORY USES

- Review Fee \$ 125.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.25% COC
- Zoning Permit may be required
- Stormwater Permit may be required

ZONING PERMIT \$ 310.00

DRIVEWAY \$ 310.00

RE-INSPECTION FEE \$ 200.00

- per inspection fee
- required after any failed inspection
- fee must be paid before re-inspection is scheduled

CERTIFICATE OF OCCUPANCY \$ 150.00

- permanent or temporary certificate
- temporary certificate valid up to 180 days
- required for all new residential and non-residential construction
- required for non-residential owner change and/or non-residential building use

NON-RESIDENTIAL PERMITS

NEW CONSTRUCTION & ADDITIONS

- Review Fee \$1,250.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC
- Zoning Permit required
- Stormwater Permit may be required

NEW ACCESSORY STRUCTURES OR AGRICULTURAL BUILDINGS

- Review Fee \$ 350.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC
- Agricultural Buildings defined under UCC Act 45
- Zoning Permit required
- Stormwater Permit may be required

ALTERATIONS

- Review Fee \$ 550.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC
- Zoning Permit may be required
- Stormwater Permit may be required

SOLAR, GENERATOR, MECHANICAL, HVAC (per unit)

- Review Fee \$ 550.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC

FIRE SUPPRESSION SYSTEMS & ALARM SYSTEMS

- Review Fee \$ 450.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC

ELECTRICAL

- Review Fee \$ 350.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance for:
 - ❖ New Service \$ 600.00
 - ❖ Heater or Water Heater Replacement \$ 250.00
 - ❖ Other Electrical or Mechanical 1.50% COC

PLUMBING

- Review Fee \$ 350.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC

NON-RESIDENTIAL PERMITS *(continued)*

SWIMMING POOLS & ACCESSORY RECREATIONAL USES

- Review Fee \$ 550.00
- PA Act 157 of 2006 \$ 4.50
- Permit Issuance 1.50% COC
- Zoning Permit required
- Stormwater Permit may be required

TELEVISION, MOBILE, WIND TURBINE AND OTHER TOWERS

- Review Fee & Permit Issuance \$1,000.00
- PA Act 157 of 2006 \$ 4.50
- Zoning Permit required
- Stormwater Permit may be required
- \$2,500 escrow required for professional services reimbursement

SIGNS (per sign)

- Review Fee & Permit Issuance \$ 300.00
- PA Act 157 of 2006 \$ 4.50
- engineered drawings required
- Zoning Permit required
- Stormwater Permit may be required

COMMERCIAL COOKING SYSTEM

- Review Fee, Permit Issuance, & Final Inspection \$ 600.00
- PA Act 157 of 2006 \$ 4.50

ZONING PERMIT

\$ 310.00

DRIVEWAY

\$ 310.00

- \$2,500 escrow required for professional services reimbursement

RE-INSPECTION FEE

\$ 250.00

- per inspection fee
- required after any failed inspection
- fee must be paid before re-inspection is scheduled

CERTIFICATE OF OCCUPANCY

\$ 200.00

- permanent or temporary certificate
- temporary certificate valid up to 180 days
- required for all new residential and non-residential construction
- required for non-residential owner change and/or non-residential building use

OTHER PERMITS

<u>BRIDGE WEIGHT LIMIT</u>	\$ 300.00
• \$2,500 escrow required for professional services reimbursement	
<u>DEMOLITION</u>	
• Residential	\$ 300.00
• Non-residential	\$ 300.00
• proof of utility disconnect, and lead & asbestos testing required	
• \$2,500 escrow required for professional services reimbursement	
<u>SOLICITATION</u>	
• Business Application (valid for 6 months)	\$ 1,200.00
• employee/solicitor (valid for duration of Business Application)	\$ 50.00/pp
<u>TEMPORARY SIGNS & BANNERS</u>	\$ 100.00
<u>MOVING A BUILDING OR STRUCTURE</u>	\$ 300.00 plus 1.50% COC
<u>ROAD OCCUPANCY</u>	\$ 200.00
<u>ABOVE-GROUND STORAGE TANK</u> (per tank)	
• installation, replacement, or removal	\$ 300.00
<u>BELOW-GROUND STORAGE TANK</u> (per tank)	
• installation, replacement, or removal	\$ 450.00
<u>HAM RADIO</u>	\$ 300.00
<u>BED & BREAKFAST ANNUAL REGISTRATION FEE</u>	\$ 75.00
<u>FIREWORKS</u>	\$ 300.00
• permit required for display-class fireworks only	
<u>SPECIAL EVENT</u>	
• Temporary, up to 7 days	\$ 100.00
• Seasonal, 8 to 180 days per year	\$ 150.00
<u>TEMPORARY TENT</u>	
• for tent-coverage over 400 ft ² ; calculation does not include tent ropes and stakes	
• Review Fees	
○ up to 4 tents	\$ 200.00
○ 5 to 10 tents	\$ 400.00
○ over 10 tents	\$ 45.00 per tent
• fee per inspection	\$ 200.00

STORMWATER MANAGEMENT

STORMWATER MANAGEMENT APPLICATION, SIMPLIFIED PLAN

- projects that propose 1,000 to 2,000 ft² of net new impervious surface, cumulative of improvements from 2014 and onward, and/or projects that propose 5,000 to 10,000 ft² of earth disturbance.
- Review Fee \$ 450.00
- Stormwater Operation and Maintenance ("O&M") Fund Fee \$ 250.00
- Professional Services Escrow \$ 4,000.00

STORMWATER MANAGEMENT APPLICATION, NON-SIMPLIFIED PLAN

- projects that propose over 2,000 ft² of net new impervious surface, cumulative of improvements from 2014 and onward, and/or projects that propose over 10,000 ft² of earth disturbance.
- Review Fee \$ 750.00
- Stormwater Operation and Maintenance ("O&M") Fund Fee \$ 250.00
- Professional Services Escrow \$ 10,000.00

SUBDIVISION & LAND DEVELOPMENT

LOT LINE CHANGE & LOT CONSOLIDATION

- Application Fee \$ 1,000.00
- Professional Services Escrow \$ 5,000.00

SUBDIVISION, UP TO THREE LOTS

- Application Fee \$ 1,500.00
- Professional Services Escrow \$ 7,500.00

SUBDIVISION, FOUR TO TEN LOTS

- Application Fee \$ 3,500.00
- Professional Services Escrow \$ 10,000.00

SUBDIVISION, ELEVEN TO TWENTY LOTS

- Application Fee \$ 5,500.00
- Professional Services Escrow \$ 12,500.00

SUBDIVISION, MORE THAN TWENTY LOTS

- Application Fee \$ 7,000.00
- Professional Services Escrow \$ 20,000.00

LAND DEVELOPMENT, UP TO 20,000 SF NEW BUILDING

- Application Fee \$ 3,750.00
- Professional Services Escrow \$ 10,000.00

LAND DEVELOPMENT, 20,001 TO 50,000 SF NEW BUILDING

- Application Fee \$ 5,500.00
- Professional Services Escrow \$ 15,000.00

SUBDIVISION & LAND DEVELOPMENT *(continued)*

LAND DEVELOPMENT, OVER 50,000 SF NEW BUILDING

- Application Fee \$ 7,000.00
- Professional Services Escrow \$ 20,000.00

SKETCH / CONCEPT PLAN

- Application Fee \$ 750.00
- Professional Services Escrow \$ 1,500.00

WAIVER OF LAND DEVELOPMENT REQUEST

- payable if request is granted or not granted \$ 750.00
- Professional Services Escrow, if required \$ 2,000.00

ZONING HEARING BOARD & OTHER APPEALS

ZHB & UCC BOARD OF APPEALS

- first hearing \$ 1,600.00
- second & subsequent hearings, public notice not required \$ 900.00
- second & subsequent hearings, public notice required \$ 600.00

ZHB & UCC BOARD OF APPEALS, 501(c) EXEMPT APPLICANTS

- first hearing \$ 1,000.00
- second & subsequent hearings, public notice not required \$ 600.00
- second & subsequent hearings, public notice required \$ 400.00

CONDITIONAL USE

- first hearing \$ 1,500.00
- second & subsequent hearings, public notice not required \$ 800.00
- second & subsequent hearings, public notice required \$ 500.00

VALIDITY OR CURATIVE AMENDMENT CHALLENGE

- first hearing \$ 2,750.00
- second & subsequent hearings, public notice not required \$ 800.00
- second & subsequent hearings, public notice required \$ 500.00

APPLICATION TO AMEND THE ZONING ORDINANCE OR ZONING MAP

- Application Fee \$ 1,250.00
- Professional Services Escrow \$ 20,000.00

ZONING OFFICER DETERMINATION LETTER

\$ 130.00

DEPARTMENT, RENTAL, AND OTHER FEES & CHARGES

ADMINISTRATION DEPARTMENT

- copy, 8.5" x 11" \$ 0.25/page
- copy, 11" x 17" \$ 0.50/page
- copy, larger than 11"x17" \$ 6.00/page
- copy, plans & maps \$ 10.00/page
- Comprehensive Plan \$ 50.00
- Greenway Lands Stewardship Guide \$ 55.00
- Ludwig's Corner Master Plan \$ 50.00
- Open Space and Recreation Plan \$ 50.00
- Stormwater Management Ordinance \$ 45.00
- Subdivision/Land Development Ordinance \$ 40.00
- Zoning Ordinance \$ 45.00

FINANCE DEPARTMENT

- Escrow Release Fee \$ 67.50
- returned check fee \$ 30.00+ applicable bank fee
- 30-day past due interest charge 1.5% per month

PARKS DEPARTMENT

- Evans Park, athletic field rental \$ 40.00/hour
- Evans Park, gazebo rental no fee
- Evans Park, gazebo with electric \$ 25.00
- Community Garden, West Vincent Township Residents
 - 20' x 10' plot \$ 75.00/year
 - 20' x 20' plot \$ 85.00/year
- Community Garden, Non-Residents
 - 20' x 10' plot \$ 115.00/year
 - 20' x 20' plot \$ 125.00/year

PERMIT DEPARTMENT

- penalty for starting construction without a permit fee is calculated at twice the permit fee amount; in addition to the penalty fee, the full permit fee must be paid

POLICE DEPARTMENT

- Accident Reports \$ 15.00
- reports other than Accident Reports \$ 0.25/page
- Traffic Control
 - number of officers and vehicles determined by Chief of Police
 - \$ 100.00/hour/officer
 - \$ 75.00/hour/vehicle

FEE SCHEDULE NOTES:

1. **Cost of Construction.** Cost of Construction includes all construction portions of a project, and is generally based upon the sum of the construction contract(s), and other direct construction costs; this cost does not include compensation paid to the project engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted Cost of Construction as provided on the permit application, and the Township may, at its sole discretion, to require evidence to support said proposed Cost of Construction.
2. **Omissions and Errors.** The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.
3. **Permit Duration.** Building, zoning and other permits are valid for 180 days. After this time the Township may, in its sole discretion, extend the period for which the permit is valid. If a permit expires, and new application must be submitted, with all fees, escrows, and other charges.
4. **Review Fee.** A Review Fee is non-refundable.
5. **Permit Issuance Fee.** In the event a permit application is withdrawn by the Permittee, or the application is otherwise terminated, a portion of the Permit Issuance Fee paid may be refunded, upon written request of the Permittee, and the amount to be refunded will be the Permit Issuance Fee paid less all costs incurred by the Township up to the date of the Township's receipt of the written request for a refund.
6. **Escrow Replenishment.** Unless otherwise noted on this Fee Schedule, an escrow must be replenished to its original amount posted after the balance falls below 50% of the original amount posted, and not later than ten days after the date of the Township's written notice to the permit holder requesting this replenishment. The Township reserves the right, in its sole discretion, to discontinue any review and other services provided until such time as the escrow is properly replenished.
7. **Escrow Charges.** For services provided by Township consultants, and paid through an escrow account, that charged against the escrow account will be the actual rate and fee the Township consultant charges to the Township. Township consultant hourly rates and fees are on file at the Township Building.
8. **Evans Park Gazebo.** Gazebo rentals are available to West Vincent Township residents only. Gazebo rental may not be used for any commercial use.
9. **Permit Ownership.** Each permit application has an owner field, an applicant field, and a contractor field. The person who is listed in the applicant field is the owner of the permit. Should a property owner and a contractor decide to void their working relationship on a project, the permit will be voided if the property owner is not the applicant, and the property owner, or his or her new consultant, if any, must submit a new permit application, and must pay all applicable costs.

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

RESOLUTION 3-2026

A RESOLUTION TO APPOINT AN AUDITOR

WHEREAS, West Vincent Township utilizes an appointed auditor, as permitted by the Second Class Township Code;

NOW, THEREFORE, the Board of Supervisors appoints Maille Accountants - Advisors, as per Section 917 of the Second Class Township Code.

RESOLVED THIS 5th DAY OF JANUARY, 2026.

FOR WEST VINCENT TOWNSHIP

BY: _____
Board of Supervisors, Chair

ATTEST: _____
Township Manager

MEMO

from: Tommy Ryan
date: December 26, 2025
re: **Pennsylvania Labor Relations Board;
Buttonwood Bridge Replacement Project**

- At its January 5 Meeting the Board of Supervisors will consider authorization for Township Labor Counsel to submit a petition to the Pennsylvania Labor Relations Board, so to confirm status of the Director of Codes, Permitting & Zoning relative to the current collective bargaining agreement.
- At its January 5 Meeting the Board of Supervisors will consider authorization for the Township Solicitor to prepare and to Post Estimated Just Compensation for the Buttonwood Condemnation.