

**WEST VINCENT TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
TOWNSHIP BUILDING
729 SAINT MATTHEWS ROAD, CHESTER SPRINGS, PA
MONDAY, JANURAY 5, 2026, 7:00PM**

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

ATTENDANCE

Dana Alan, Chair	[X]
Bernie Couris, Vice Chair	[X]
Sean Clark	[X]

ANNOUNCEMENTS & INFORMATIONAL ITEMS

- Ms. Alan noted the Township was awarded two Local Share Account grants for the purchase of a police vehicle and a track loader.
- Ms. Alan noted Holiday tree collection at the Township Building.

PUBLIC COMMENT, AGENDA ITEMS

- Christina Casey, West Vincent Township, commented Open Space Review Board membership, volunteer candidates, stormwater enforcement officer position, Township Manager compensation, and Zoning Officer position.

ACTION ITEMS

Board of Supervisors Temporary Chair – Ms. Alan made a motion to appoint Bernie Couris at Temporary Chair. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Board of Supervisors Chair – Mr. Couris made a motion to appoint Dana Alan as Board of Supervisors Chair for 2026. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Board of Supervisors Vice Chair – Chair Alan made a motion to appoint Bernie Couris as Board of Supervisors Vice Chair for 2026. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Public Hearing – At 7:09pm David Onorato, Township Solicitor, opened a Public Hearing as to Open Space Review Board membership and trail subcommittee. Mr. Onorato provided an overview of the proposed ordinance.

There was no public comment.

Mr. Onorato closed the Public Hearing at 7:10pm.

Ordinance 224-2026 – Mr. Couris made a motion to approve Ordinance 224-2026, to increase Open Space Review Board membership, and to establish a trails subcommittee of this Board. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

official & volunteer appointments – Mr. Couris made a motion to approve the official and volunteer appointments as noted in the Township Manager memo dated December 26, 2025, revised to (1) correct “Jason Krail”, and (2) appoint Chip Farnham to the Traffic Safety Committee for a three-year term expire December 31, 2028. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Board Liaisons – Mr. Couris made a motion to appoint the Board of Supervisors liaisons as listed on the Township Manager memo dated December 26, 2025. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

meeting schedules & other establishments – Mr. Couris made a motion to adopt the meeting schedules and other establishments as listed on the Township Manager memo dated December 26, 2025. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

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

By unanimous vote the motion was approved.

Resolution 1-2026 – Emergency Service Areas – Mr. Couris made a motion to approve Resolution 1-2026, to adopt Emergency Service Areas for 2026. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Resolution 2-2026 – Fee Schedule – Mr. Couris made a motion to approve Resolution 2-2026, to adopt the 2026 Fee Schedule. The motion was seconded by Mr. Clark.

Jaime McVickar, West Vincent Township, commented on fee revisions. Tommy Ryan, Township Manager, provided an overview of fee revisions.

George Dulchinos, West Vincent Township, commented on storage tank fees.

Victoria Baker, West Vincent Township, commented on escrow release fees.

By unanimous vote the motion was approved.

Resolution 3-2026 – Appointed Auditor – Mr. Couris made a motion to approve Resolution 3-2026, to appoint Mallie Accountants Advisors to prepare the Township audit for Fiscal Year 2025, and to provide other related services, as may be required. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Resolution 4-2026 – Township Manager compensation & contract – Mr. Couris made a motion to approve Resolution 4-2026, to renew the term of the Township Manager employment agreement, and to revise certain terms of this agreement. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Pennsylvania Labor Relations Board petition – Mr. Couris made a motion to authorize Township Labor Counsel to file a petition to the Pennsylvania Labor Relations Board as to the position of Director of Codes, Permitting & Zoning. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

Post Estimated Just Compensation – Mr. Couris made a motion to authorize the Township Solicitor to Post Estimated Just Compensation for the acquisition of right-of-way and a temporary construction easement for the Buttonwood Bridge Replacement Project. The motion was seconded by Mr. Clark.

By unanimous vote the motion was approved.

PUBLIC COMMENT, NON-AGENDA ITEMS

- Ms. Casey commented on Open Records processes.
- Mr. McVickar commented on fee schedule definitions.
- Mr. Dulchinos commented on Open Record processes.
- Brian Hawkes, West Vincent Township, commented on escrow releases, and on security posted for a private road.

ANNOUNCEMENTS

- Chair Alan announced the Board of Supervisors will next meet on Monday, January 19, at 6pm, at the Township Building, a Work Session, if needed, and on Monday, January 19, at 7pm, at the Township Building, a Business Meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:51pm.

Respectfully Submitted:

Tommy Ryan
Township Manager

**APPROVED MINUTES INCLUDE DECEMBER 26, 2025
APPOINTMENTS, SCHEDULES & ESTABLISHMENT MEMO**

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 Swinger
- 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 Swinger
- 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*