


West Caln Township Board of Supervisors	Wednesday, December 13, 2023 Minutes Public Meeting	
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A regular monthly meeting of the West Caln Township Board of Supervisors was held on Wednesday, December 13, 2023, at 6:30 PM at the West Caln Township Building.

Present were:

Supervisor Martz	Solicitor Venzie	Chief Martinez
Supervisor Martin	Acting Manager Sauro	Assistant Road Foreman Yearsley
Supervisor Hutton		

Supervisor Martz commenced the Meeting at 7:00 PM.

1. SALUTE TO THE FLAG

2. CONDITIONAL USE HEARING

NOTE: A court reporter was present during this portion of the meeting. Notes reflected herein for this portion of the meeting are for minute purposes only and not a full reflection of the testimony presented.

The regular meeting was closed, and a Conditional Use Hearing was opened at 7:02pm to consider the application of George Stauffer to allow a supplemental dwelling unit to remain on a lot where an existing single family home is already located. The property is known as 176 Lilly Road, UPI#28-1-23.

Solicitor Venzie provided the following:
 Exhibit B1 – Conditional Use Application
 Exhibit B2 – Letter from Solicitor advising applicant of hearing date, time and location
 Exhibit B3 – Proof of Publication
 Exhibit B4 – Proof of Posting on the subject property
 Exhibit B5 – Proof of Mailing to property owners within 500’ of the subject property
 Testimony was presented from the applicant, Mr. Stauffer with questions from the Board. Mary Lammey – 128 S Sadsbury Court, Gap requested party status. David Esch – 52 Slaymaker Hill Road, Kinzers spoke on behalf of Ms. Lammey.

No comments received from the public.
 Motion to Approve: Supervisor Martz Second: Supervisor Martin Vote: 3-0-0
Motion Passed

The hearing was closed, and a public hearing was opened at 7:13pm to consider the adoption of an ordinance amending Sections 350-1101, 1201 and 1205 of the Zoning Ordinance as it relates to fence regulations.

Exhibit B1 – Proof of Publication
 Exhibit B2 – Email to the Daily Local News and Law Library regarding proposed ordinance


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Exhibit B3 – Letter from Chester County Planning Commission (CCPC) providing review comments of proposed ordinance

Exhibit B4 – Letter to CCPC from Solicitor Venzie enclosing revised ordinance per the comments from the CCPC

Exhibit B5 – Letter from CCPC recommending adoption of the proposed ordinance

No party status requested.

Public Comments: Edward Damato – 1361 Airport Road – concerned about issues neighbors are having regarding a fence. Solicitor Venzie advised him that this was comments only for the proposed ordinance.

John Hashem – 1481 Birdell Road – Was proposed ordinance available for review. Mr. Hashem was advised that the ordinance was posted on the website and that copies were made available at the township office.

Carla Denbraven – 1354 Airport Road – opposes ordinance revisions as it would require a permit for all fences

David Denbraven – 1354 Airport Road – opposes ordinance since it still does not allow fences in the front yard. Mr. Denbraven was advised that the revisions would allow fences in the front yard just not privacy fences.

Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0

Motion Passed

The hearing was closed, a public hearing was opened at 7:25pm to consider the adoption of the 2024 Budget

Budget had been advertised and made available for public inspection for the required 30-day period. No comments were received.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed


The hearing was closed, and the regular meeting resumed at 7:27pm.

3. ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

None

4. EXECUTIVE SESSION

An executive session was held on Tuesday, November 14 and December 12 and Wednesday, December 13, 2023 for legal and personnel reasons including litigation matters.

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5. APPROVAL OF THE MINUTES

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

6. MANAGER’S REPORT

The Board of Supervisors accepted the Manager’s Report as presented.

7. TREASURER’S REPORT

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

8. SOLICITOR’S REPORT

None

9. POLICE REPORT

The Board of Supervisors accepted the Police Report as presented.

10. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Roads Report as presented.

11. EMERGENCY MANAGEMENT COORDINATOR REPORT

The Board of Supervisors accepted the Emergency Management Report as presented.

12. FIRE MARSHALL REPORT

None

13. WAGONTOWN FIRE COMPANY


The Board of Supervisors accepted the Fire Company Report as presented.

14. WESTWOOD EMS SERVICE

The Board of Supervisors accepted the EMS Report as presented.

15. HISTORICAL COMMISSION REPORT

None

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16. OLD BUSINESS

- a. Acceptance of BCG Mini Grant Funding Awarded for stone wall restoration at Layton Park.
Tabled to next meeting

- b. Addendum to Collective Bargaining Agreement between West Caln Police Association and West Caln Township
Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed


- c. Addendum to Police Chief Employment Agreement
Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

17. NEW BUSINESS

- a. Ratification of action taken at the October 25, 2023 Board of Supervisors' meeting to authorize the Chester County's Treasurer's Office to collect the Township's Taxes
Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

- b. Motion to approve the Resolution to Authorize the Collection of Certain Municipal Taxes by the Chester County Treasurer, and to approve the County of Chester Agreement for Property Tax Collection Services and execution of same.
Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

- c. Ratification of action taken at the April 13, 2022 Board of Supervisors' meeting to retain Barbacane Thornton & Company to complete the 2022, 2023 and 2024 year end audits.
John Hashem asked what this would do to an individual who has been elected as an auditor. Solicitor Venzie explained that a township has the right under the Second Class Township Code to appoint an auditor and/or auditing firm and the only role an elected auditor would have would be to set the salary of a supervisor if they were a working supervisor.
Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

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d. Motion to authorize the Township Manager to prepare a separate Resolution, and handle any required notice requirements, to include Barbacane Thornton & Company as the appointed Auditor to handle the 2023 year end audit as part of the 2024 reorganization meeting.

Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

e. Consideration to adopt a Resolution of West Caln Township to set forth the General Tax Levy Rate, Fire Services Tax Rate and Emergency Services Tax Rate for Calendar Year 2024

Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

f. Authorization to approve new printer/copier for police department.

Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0
Motion Passed

18. RESIDENT'S COMMENTS


Edward Damato – 1361 Airport Road – concerned about issues neighbors are having regarding a fence.

Carla Denbraven – 1354 Airport Road – Concerned that some township administration/staff do not reside within the township but make decisions for the township, as well as opposition to the new fence ordinance.

John Hashem – 1481 Birdell Road – Commended the Road Department on the work they do on the roads. Recently had some issues with independent flaggers and a complaint was filed with the township and the issue was resolved by Acting Manager and Police Chief.

Mike Reber – Wagontown Fire Company and John Sly – Westwood Ambulance each presented Supervisor Hutton with plaques from their respective organizations thanking him for his years of service to the township as a supervisor.

Sergeant Fries of the West Caln Police Department thanked Supervisor Hutton for his service to the township and the support of the police department.

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19. INFORMATIONAL ITEMS

- a. Board of Supervisors December 27th meeting has been canceled. Next meeting will be January 2, 2024

20. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 8:15p.m.
 Motion to Adjourn: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Respectfully Submitted,

Kimberly Milane-Sauro
 Secretary
Approved January 2, 2024