Minutes Tuesday, January 2, 2018

Board of Supervisors

Annual Organization Meeting



The annual Reorganization Meeting of the West Caln Township Board of Supervisors was held on Tuesday, January 3, 2018 at 7:00 PM in the Township Municipal Building.

Present were:

Supervisor Martz Solicitor Venzie Road Foreman Touchton
Supervisor Martin Chief Martinez 3 Other Township Employees

Supervisor Hutton Assistant Manager Castor 4 Township Residents

Manager Siedenbuehl

Supervisor Martz opened the meeting at 7:05 PM and led in the salute to the flag.

Solicitor Venzie presented correspondence from Chester County regarding municipal election results. She then welcomed Joseph Hutton to the Board of Supervisors and read out the letter from Chester County certifying the election results and confirming that Mr. Hutton was the winner of the election for Supervisor. Supervisor Hutton was sworn in as Supervisor at the Township Building on Monday, January 1, 2018.

Solicitor Venzie then proceeded to the Reorganization business:

1. NOMINATION FOR THE POSITION OF SUPERVISORS CHAIRMAN Supervisor Martin nominated Supervisor Martz for Chairman of the Board of Supervisors.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 2-0-1

2. NOMINATION FOR THE POSITION OF SUPERVISORS VICE CHAIR

Supervisor Martz nominated Supervisor Martin for Vice Chairman of the Board of Supervisors.

Motion to Approve: Supervisor Martz Second: Supervisor Hutton Vote: 2-0-1

3. APPOINTMENTS

The Board of Supervisors approves the following appointments:

Administration:

Secretary, Township Manager, Zoning Officer,

Municipal Recycling Coordinator,

and Right to Know Officer ______Thomas Siedenbuehl

Assistant Secretary, Assistant Township Manager,

and Assistant Zoning Officer ______Jill Castor

Administrative Assistant (Part-Time) ______Barbara Goodman

Police:

Chief of Police Curt Martinez
Police Sergeant Chris Fries

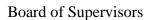
All Part-Time Officers currently on the Roster.

Road Department:

Road Foreman	Allen Touchton
Truck Driver	_Jason Fryberger
Truck Driver	Scott Walton

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4.

5.



Truck Driver/Operator	David Gay
Truck Driver/Operator	
Truck Driver/Operator	
Truck Driver/Operator (Part-Time)	
Other Appointments	
Other Appointments:	CDA Maryos Aman & Parsz II C
Treasurer	
Solicitor	
Zoning Hearing Board Solicitor	
Zoning Hearing Board	
Zoning Hearing Board Alternate	
Agricultural Security Advisory	
Historical Commission	
Township Engineer	
Emergency Management Coordinator	
Assistant Emergency Management Coordinator	
Assistant Emergency Management Coordinator	
Assistant Emergency Management Coordinator	
Assistant Emergency Management Coordinator	
Vacancy Board	
Appointed Auditor	
Fire Marshal	
Building Inspector	
Earned Income Tax Collector	
Real Estate Tax Collector	Chester County
Motion to Approve: Supervisor Martz Second: Supervisor Martz	ervisor Hutton Vote: 3-0-0
BANK DEPOSITORIES:	
The Board of Supervisors approves the following Bank De	epositories:
General Fund, Liquid Fuels, Payroll	DNB First
General Fund	
Motion to Approve: Supervisor Martin Second: Super	ervisor Martz Vote: 3-0-0
TAX RATES:	
The Board of Supervisors approves the following Tax Rate	es:
Real Estate Tax	1 Mill
Earned Income Tax	
Real Estate Transfer Tax	
Motion to Approve: Supervisor Martz Second: Super	ervisor Martin Vote: 3-0-0

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6. SUPERVISOR'S MEETING SCHEDULE:

The Board of Supervisors approves the Board of Supervisor Meeting Schedule as presented. The meeting schedule will be posted in the newspaper on Thursday, January 4, 2018.

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

7. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.

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

8. EMPLOYEE WAGES:

The Board of Supervisors approves a 3% increase for all Administrative and Road Crew Employees. In addition, the Board of Supervisors approves a \$3.00 per hour increase for the Township Manager and a \$3.00 per hour increase for the Assistant Township Manager. The Chief of Police pay increase will be in accordance with the Chief of Police Employment Contract. The Police Officers will receive no increase at this time, pending contract approval or an interest arbitration award.

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

9. LEGAL ADVERTISING:

The Board of Supervisors approves the use of Daily Local News for all Legal Advertising.

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

10. MEMBERSHIP

The Board of Supervisors approves to retain memberships in the following Organizations:

- PA Parks and Recreation
- West Caln Township Parks and Recreation
- Professional Recyclers of PA
- Brandywine Valley Assoc.
- Chester County Historic Preservation Network
- COSTAR
- PSATS

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

11. MILEAGE ALLOWANCE

The Board of Supervisors approves the Mileage Allowance for private vehicle use for Township purposes to be set as provided by the IRS.

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

12. TREASURER'S BOND

The Board of Supervisors approves the Treasurer's Bond in the appropriate amount.

There was a question on the amount of the bond, which is yet to be finalized. Manager Siedenbuehl will report the actual amount at the BOS meeting immediately following the finalization of the bond.

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

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13. RESOLUTION #2018-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves the Resolution #2018-01, Designation of Emergency Service Providers as presented.

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

14. RESOLUTION #2018-02, WAIVING EMPLOYEE CONTRIBUTIONS TO THE PENSION PLAN
The Board of Supervisors approves the Resolution #2018-02, Waiving Employee Contributions to the Pension Plan.

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

15. RESOLUTION #2018-03, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves the Resolution #2018-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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

16. RESOLUTION #2018-04, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves the Resolution #2018-04, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:20pm

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

Respectfully Submitted,

Jill Castor Assistant Secretary

Approved: February 14, 2018