

The annual Reorganization meeting of the West Caln Township Board of Supervisors was held on Monday, January 7, 2019 at 7:00 PM in the Township Municipal Building. This meeting was immediately followed by the Board of Supervisors regular monthly meeting.

Present were:

Supervisor Martz	Solicitor Venzie	Chief Martinez
Supervisor Martin	Manager Siedenbuehl	Road Forman Touchton
Supervisor Hutton	Assistant Manager Sauro	

Supervisor Martz opened the meeting at 7:00 PM and lead in the salute to the flag.

Solicitor Venzie commenced the Reorganization Meeting:

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
Motion Passed

2. **NOMINATION FOR THE POSITION OF SUPERVISORS VICE CHAIR**
 Supervisor Hutton nominated Supervisor Martin for Vice Chairman of the Board of Supervisors.
 Motion to Approve: Supervisor Hutton Second: Supervisor Martz Vote: 2-0-1
Motion Passed

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, Assistant Zoning Officer and Assistant Right to Know Officer.....Kimberly Milane-Sauro
 Admin. Assistant (Part-Time).....Barbara Goodman
 Motion to Approve: Supervisor Martz Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

Police:

Chief of Police.....Curt Martinez
 Police Sergeant.....Chris Fries
 Police Sergeant.....Anthony P. Sparano
 Police Patrol Officer 1.....Christian Yeager
 All Part-Time Officers currently on the Roster.
 Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 3-0-0
Motion Passed



Road Department:

Road Foreman.....Allen Touchton
Assistant Road Foreman.....Jonathan Horblinski
Truck Driver.....Jason Fryberger
Truck Driver.....Scott Walton
Truck Driver/Operator.....Gerald Patton, Jr.
Truck Driver/Operator (Part-Time).....Robert Peters
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 3-0-0
Motion Passed

Other Appointments:

Treasurer.....Barsz Gowie Amon & Fultz
Solicitor.....Buckley Brion McGuire & Morris, LLP
Zoning Hearing Board Solicitor.....Gawthrop Greenwood, P.C.
Zoning Hearing Board.....William Terry
Agricultural Security Advisory.....William E. Fairbairn
Historical Commission.....Pat McVey
Historical Commission.....Scott Withers
Historical Commission.....Alfred Brown
Park and Recreation.....Dave O'Leary
Parks and Recreation.....Dave Pfitzenmeyer
Planning Commission.....William Romans
Township Engineer.....E.B. Walsh Associates
Emergency Management Coordinator.....Paul Pfitzenmeyer
Assistant Emergency Management Coordinator.....David Stein
Assistant Emergency Management Coordinator.....Robert Peters
Assistant Emergency Management Coordinator.....Curt Martinez
Assistant Emergency Management Coordinator.....Joseph Hutton
Assistant Emergency Management Coordinator.....David Garver
Vacancy Board.....Paul Pfitzenmeyer
Appointed Auditor.....M Cynthia Quinn
Fire Marshal.....Robert Peters
Building Inspector.....Commonwealth Code Inc.
Code Enforcement and Assistant Zoning Officer.....Castle Valley Consultants, Inc. (on a 60-day trial)
Earned Income Tax Collector.....Keystone Collections
Real Estate Tax Collector.....Chester County
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 3-0-0
Motion Passed

4. BANK DEPOSITORIES:

The Board of Supervisors approves the following Bank Depositories:

General Fund, Liquid Fuels, Payroll.....S&T Bank successor to DNB First

General Fund.....Citadel FCU

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

Motion Passed

5. TAX RATES:

The Board of Supervisors approves the following Tax Rates:

Real Estate Tax.....1 Mill

Earned Income Tax.....1% (½% Township, ½% School District)

Real Estate Transfer Tax.....1%

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

Motion Passed

6. SUPERVISOR'S MEETING SCHEDULE:

The Board of Supervisors approves the 2020 Meeting Schedules for all Township Boards and Commissions (Board of Supervisors, Planning Commission, Historical Commission & Park & Recreation Board) as presented.

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

Motion Passed

7. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.

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

Motion Passed

8. WAGES:

Employees:

The Board of Supervisors approves a 3% increase for all Administrative and Road Crew Employees.

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

Motion Passed


Police Department:

The Chief of Police pay increase will be in accordance with the Chief of Police Employment Contract.

The Police Officers pay increase will be in accordance with the Collective Bargaining Agreement between The West Caln Police Association and West Caln Township.

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

Motion Passed

<p>West Caln Township Board of Supervisors</p>	<p style="text-align: center;">Agenda Monday, January 06, 2020 Reorganization & Business Meeting</p>	
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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 Hutton Vote: 3-0-0

Motion Passed

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
- National Association of State Agencies For Surplus Property

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

Motion Passed

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 Hutton Vote: 3-0-0

Motion Passed

12. TREASURER'S BOND

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

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

Motion Passed

13. RESOLUTION #2020-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves the Resolution #2020-01, Designation of Emergency Service Providers as presented.

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


Motion Passed

14. RESOLUTION #2020-02, WAIVING EMPLOYEE CONTRIBUTIONS TO THE PENSION PLAN

The Board of Supervisors approves the Resolution #2020-02, Waiving Employee Contributions to the Pension Plan.

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

Motion Passed

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15. RESOLUTION #2020-03, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves the Resolution #2020-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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

Motion Passed

16. RESOLUTION #2020-04, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves the Resolution #2020-04, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

Motion Passed

17. ADJOURNMENT

With no further business at hand, the reorganization meeting was adjourned at 7:15 PM.

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

Motion Passed

Chairman Martz commenced the Regular Business Meeting at 7:16 PM

1. CITIZEN'S COMMENTS

None.

2. APPROVAL OF THE MINUTES

The Board of Supervisors approved the minutes for the December 11 and 18, 2019 Board of Supervisors meetings.

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

Motion Passed

3. MANAGER'S REPORT

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

4. TREASURER'S REPORT

Report will be presented at the next meeting.

5. SOLICITOR'S REPORT

Solicitor Venzie provided an update to the Board regarding the vacating of Neal Road. Letters have been sent to all property owners that may be affected by the closing of the road. A simple survey/questionnaire was included along with a return envelope. All responses will be sent to the township office.

6. POLICE REPORT

None.

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7. CODE ENFORCEMENT REPORT
None

8. ROAD DEPARTMENT REPORT
The Board of Supervisors accepted the Roads Report as presented.

9. FIRE MARSHAL REPORT
The Board of Supervisors accepted the Fire Marshal's Report as presented.

10. WAGONTOWN FIRE COMPANY
The Board of Supervisors accepted the Wagontown Fire Company Report as presented.

11. WESTWOOD FIRE COMPANY – EMS SERVICE
The Board of Supervisors accepted the Westwood Fire Company EMS Report as presented.

12. PARKS & RECREATION COMMISSION REPORT
None. Next meeting is Thursday, January 9th.

13. HISTORICAL COMMISSION REPORT
None.

14. OLD BUSINESS
None


15. NEW BUSINESS

a. A Resolution of West Caln Township, Chester County, Pennsylvania, to set forth the General Tax Levy Rate, Fire Services Tax Rate and Emergency Services Tax Rate for Calendar Year 2020
Solicitor Venzie provided a brief background description regarding the timeline of the proposed tax increase as follows: Sept. 1, 2019 all township residents were sent a letter explaining the proposed increase; and Nov. 13, 2019 lengthy discussions took place between residents and the Board regard the proposed tax increase.

The Board of Supervisors approves the Resolution to set forth the General Tax Levi Rate, Fire Service Tax Rate and Emergency Service Tax Rate for the calendar year 2020 as presented.

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

Motion Passed

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b. 2020 Amended Budget

Solicitor Venzie provided a timeline of the budget procedures as follows: Nov. 13, 2019, the proposed 2020 budget was made available for review and comment; Nov. 15, 2019 the notice regarding the proposed budget ran in the Daily Local News; Dec. 11, 2019 the 2020 budget was adopted; Dec. 22, 2019 the Board announced that the amended budget was available for review and comment; and on Dec. 23, 2019 the notice regarding the amended budget ran in the Daily Local News. The amended budget was also placed on the Township website.

The Board of Supervisors approves the amended budget as presented.

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

Motion Passed

c. Woodview Hills Estate Maintenance Bond

The Board of Supervisors approves the release of the Woodview Hills Estate Maintenance Bond as requested.

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

Motion Passed

16. INFORMATIONAL ITEMS

- Next Comprehensive Plan Meeting Tuesday, January 21st 7 p.m. @ the TWP Building.
- As there was a comment made regarding the residents not being advised of the meeting being held tonight, Solicitor Venzie advised the Board and people in attendance that all Townships are required to hold their annual reorganization meeting the first Monday of every year after the New Year as required by the State. The only notification requirement is that the township advertise the meeting in a newspaper of general circulation which was done and notice ran in the Daily Local News on Dec. 30, 2019.

17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:35 PM

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

Motion Passed

Respectfully Submitted,

Kimberly Milane-Sauro
Assistant Secretary
Approved February 12, 2020