

The annual Reorganization meeting of the West Caln Township Board of Supervisors was held on Tuesday, January 2, 2024 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	Supervisor Sanet	Manager Sauro	Chief Martinez
Supervisor Martin	Solicitor Venzie	Assistant Manager Metzler	Road Foreman Horblinski

Solicitor Venzie commenced the Reorganization Meeting at 7:00 PM:

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 Sanet      Vote: 2-0-0  
*Motion Passed*
  
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 Sanet      Vote: 2-0-0  
*Motion Passed*
  
3. **APPOINTMENTS**  
 The Board of Supervisors approves the following appointments:
  - Administration:  
 Secretary, Township Manager, Assistant Zoning Officer, Municipal Recycling Coordinator, Right to Know Officer and PSATS Voting Delegate.....Kim Milane-Sauro  
 Motion to Approve: Supervisor Martz      Second: Supervisor Martin      Vote: 3-0-0  
*Motion Passed*
  - Assistant Secretary, Assistant Township Manager, Assistant Zoning Officer and Assistant Right to Know Officer.....Amanda Metzler  
 Motion to Approve: Supervisor Martz      Second: Supervisor Martin      Vote: 3-0-0  
*Motion Passed*
  - Admin. Assistant (Part-Time).....Barbara Goodman  
 Motion to Approve: Supervisor Martin      Second: Supervisor Martz      Vote: 3-0-0  
*Motion Passed*
  - Police:  
 All Full and Part-Time Officers currently on the Roster.  
 Motion to Approve: Supervisor Martin      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*
  - Road Department:  
 All Full and Part-Time Road Department employees currently on the Roster.  
 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.  
 Township Engineer.....E.B. Walsh Associates  
 Appointed Auditor.....Barbacane Thornton & Company  
 Historical Commission.....Al Brown  
 Historical Commission.....Barbara Goodman  
 Historical Commission.....Gregg Reno  
 Planning Commission.....Rachael Tamalonis  
 Emergency Management Coordinator.....David Garver  
 Deputy Emergency Management Coordinator.....Chief Curt Martinez  
 Vacancy Board.....Todd Henderson  
 Fire Marshal.....Robert Peters  
 Building Inspector.....Commonwealth Code Inc.  
 Code Enforcement and Zoning Officer.....Mike Safadi  
 Earned Income Tax Collector.....Keystone Collections  
 Real Estate Tax Collector.....Chester County  
 Motion to Approve: Supervisor Martz      Second: Supervisor Martin      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  
 General Fund.....Citadel FCU & PLIGIT  
 Motion to Approve: Supervisor Martin      Second: Supervisor Martz      Vote: 3-0-0  
*Motion Passed*

5. SUPERVISOR'S MEETING SCHEDULE:

The Board of Supervisors approves the 2024 Meeting Schedules for all Township Boards and Commissions (Board of Supervisors, Planning Commission, Historical Commission & Park & Recreation Board) as presented.  
 Motion to Approve: Supervisor Martin      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

6. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.  
 Motion to Approve: Supervisor Martz      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

7. EMPLOYEE WAGES:

The Board of Supervisors approves a 5% increase for all Road Department Employees plus an additional \$2.00 increase for Road Department Employee, Sohn Stark; a \$5.00/hour plus 3% increase for all Administrative Employees.

Motion to Approve: Supervisor Martz      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

8. 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  
*Motion Passed*

9. MEMBERSHIP

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

- PA 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 Sanet      Vote: 3-0-0  
*Motion Passed*

10. 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 Martz      Second: Supervisor Martin      Vote: 3-0-0  
*Motion Passed*

11. TREASURER'S BOND

The Board of Supervisors approves the Treasurer's Bond in the amount of \$2,000,000.

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

12. CONSIDER RESOLUTION #2024-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves Resolution #2024-01, Designation of Emergency Service Providers as presented.

Motion to Approve: Supervisor Martz      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

13. CONSIDER RESOLUTION #2024-02, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves Resolution #2024-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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

*Motion Passed*

14. CONSIDER RESOLUTION #2024-03, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves Resolution #2024-03, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

*Motion Passed*

15. CONSIDER RESOLUTION #2024-04, APPOINT A CERTIFIED OR COMPETENT PUBLIC ACCOUNTANT OR A FIRM OF CERTIFIED OR COMPETENT PUBLIC ACCOUNTANTS, TO REPLACE ELECTED AUDITORS AND TO MAKE AN EXAMINATION OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR THE YEAR 2023 AND TO HANDLE ANY FISCAL AFFAIRS RELATED TO SUCH AUDIT

The Board of Supervisors approves Resolution #2024-04, Appoint a Certified or Competent Public Accountant or a Firm of Certified or Competent Public Accountants, to Replace Elected Auditors and to Make an Examination of all the Accounts of the Township for the Year 2023 and to Handle any Fiscal Affairs

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

*Motion Passed*

16. RESIDENT'S COMMENTS

None

17. ADJOURNMENT

With no further business at hand, the reorganization meeting was adjourned at 7:22 PM and the Regular Business Meeting was commenced by Chairman Martz at 7:23 PM.

1. EXECUTIVE SESSION

An executive session was held on Tuesday, December 19, 2023 and January 4, 2024 for legal and personnel reasons including litigation matters.

2. RESIDENT'S COMMENTS

None

3. APPROVAL OF THE MINUTES

*The Board of Supervisors approved the minutes for the December 13, 2023 Board of Supervisors meeting.*

*Motion to Approve: Supervisor Martin      Second: Supervisor Sanet      Vote: 3-0-0*

*Motion Passed*

4. MANAGER’S REPORT

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

5. TREASURER’S REPORT

The Board of Supervisors approved the Treasurer’s Report as presented.

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

*Motion Passed*

6. SOLICITOR’S REPORT

None

7. POLICE REPORT

The Board of Supervisors accepted the Police Report as presented

8. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Roads Report as presented.

9. EMERGENCY MANAGEMENT REPORT

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

10. WAGONTOWN FIRE COMPANY

None

11. WESTWOOD EMS SERVICE

None

12. HISTORICAL COMMISSION REPORT

None

13. OLD BUSINESS

a. Acceptance of BCG Mini Grant Funding Awarded for stone wall restoration at Layton Park.

    Tabled to next meeting

14. NEW BUSINESS


a. PSATS Conference Registration starts January 9, 2024 and the Conference will take place April 14-17, 2024. Board approves attendees of conference as presented.

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

*Motion Passed*

15. RESIDENT’S COMMENTS

None

<p>West Caln Township Board of Supervisors</p>	<p style="text-align: center;"><b>Minutes</b> <b>Tuesday, January 2, 2024</b> <b>Reorganization &amp; Business Meeting</b></p>	
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16. INFORMATIONAL ITEMS

- a. Lot Line Change Plan has been received for 1503 and 1505 W Kings Highway
- b. Subdivision Plan has been received for 470 Compass Road/274 Beacon Light Road

17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:30 PM  
 Motion to Approve: Supervisor Martin      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

Respectfully Submitted,

Kimberly Milane-Sauro  
 Secretary  
*Approved February 14, 2024*