


West Caln Township Board of Supervisors	<b>Wednesday, September 25, 2024</b> <b>Minutes</b> Public Meeting	
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A regular monthly meeting of the West Caln Township Board of Supervisors was held on Wednesday, September 25, 2024, at 7:00 PM at the West Caln Township Building.

Present were:

Supervisor Sanet	Manager Sauro	Twp. Engineer Daley
Supervisor Hutton	Road Foreman Horblinski	
Supervisor Martin	Solicitor Venzie	

Supervisor Sanet commenced the Meeting at 7:00pm.

1. SALUTE THE FLAG

2. ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

None

3. EXECUTIVE SESSION

Executive session was held on Tuesday, September 10, 2024 and Wednesday, September 25, 2024, for legal and personnel reasons including litigation matters

4. RESIDENT'S COMMENTS

- Drew Stuhlmuller – 340 W Kings Highway – Inquired as to the status of the black oak tree at Layton Park.

5. APPROVAL OF THE AUGUST 28, 2024 MINUTES

Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 2-0-0

6. MANAGER'S REPORT

The Board of Supervisors accepted the managers' report as presented.

7. TREASURER'S REPORT


The Board of Supervisors accepted the treasurer's report as presented.

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

*Motion Passed*

8. SOLICITOR'S REPORT

None

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9. POLICE REPORT

The chief reported that he will need to purchase new body cameras. He is currently looking into pricing of refurbished ones. The Board authorized him to proceed. The Board of Supervisors accepted the police report as presented.

10. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Road Department report as presented.

11. EMERGENCY MANAGEMENT COORDINATOR REPORT

None

12. FIRE MARSHAL REPORT

None

13. WAGONTONE FIRE COMPANY

The Board of Supervisors accepted the Wagontown Fire Company report as presented.

14. WESTWOOD EMS SERVICE

The Board of Supervisors accepted the Westwood EMS report as submitted.

15. HISTORICAL COMMISSION REPORT

The Board of Supervisors accepted the Historical Commission report as presented.

16. ZONING OFFICER REPORT

None


17. PARKS REPORT

- a. Authorization to install new vandal resistant light fixtures at Pavilion 3 and the dugouts  
Motion to Approve: Supervisor Martin      Second: Supervisor Hutton      Vote: 3-0-0  
*Motion Passed*

The Board of Supervisors accepted the Parks report as submitted.


18. OLD BUSINESS

- a. Consider appointment of members to the Park & Recreation Board  
Rebecca Patzek – term expires 2024; Holly Potoeski - term expires 2025; Brian Dazio - term expires 2026; Shannon Dunlap - term expires 2027 and Rebecca Pelet - term expires 2027  
Motion to Approve: Supervisor Hutton      Second: Supervisor Sanet      Vote: 2-0-0  
*Motion Passed*

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19. NEW BUSINESS

- a. Presentation from applicant for 1221 Airport Road project  
Amee Farrell, attorney for the applicant, Chris Daily, engineer for the applicant and the applicant were present to discuss this project. The intent of this was to provide an overview to the Board for their consideration of granting preliminary approval. The waiver letter from the applicant was discussed as well as some points in the township engineers review letter. Some of which included, acceleration and deceleration lane from Airport Road into the development, gate access for any buses that would need to enter the development and minor stormwater issues. The applicant was advised to clean up as many issues as possible before the Board will grant any approvals.
- b. 2024 Minimum Municipal Obligation (MMO) for the Non-Uniform Pension Plan  
Motion to Approve: Supervisor Martin      Second: Supervisor Hutton      Vote: 3-0-0  
*Motion Passed*
- c. 2024 Minimum Municipal Obligation (MMO) for the Uniform Pension Plan  
Motion to Approve: Supervisor Martin      Second: Supervisor Hutton      Vote: 3-0-0  
*Motion Passed*
- d. Consider a 1-year contract with Millenium Strategies for professional grant consulting services  
Motion to Approve: Supervisor Sanet      Second: Supervisor Hutton      Vote: 3-0-0  
*Motion Passed*
- e. Resolution #2024-09 requesting a Statewide Local Share Assessment Grant from the PA Dept. of Community & Economic Development and authorizing Nathan Sanet, Chairman and Amanda Metzler, Assistant Township Manager to execute all documents related to said grant.  
Motion to Approve: Supervisor Hutton      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*
- f. Consider request for Fire Police assistance at the Honey Brook Borough Halloween Parade on October 21, 2024  
Motion to Approve: Supervisor Martin      Second: Supervisor Sanet      Vote: 3-0-0  
*Motion Passed*

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- g. Authorize Township Engineer to advertise the MS4 Pollution Reduction Plan (PRP) and EMDL Plan as per the PA DEP MS4 Update

The township engineer provided an overview and explanation of this project. This is a permit that the township carries with the state. Under that permit, the township is required to review and update its stormwater within the township. This could include additional roadside swales, restoration of creek banks or management and/or reconstruction of already existing stormwater basins. DEP notes that this project should be completed with a 5-year time span. The first step in this is to have the proposed project receive a 30-day comment period which would need to be advertised for that to begin. Once advertised, the plans will be available to the public for review and comment before approved by the Supervisors.

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

*Motion Passed*

- h. Consideration of pay adjustment for township manager

Supervisor Hutton explained that this adjustment was discussed last year and it was agreed that the manager's salary would be reevaluated in June. This will be a \$5/hour increase.

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

*Motion Passed*

## 20. INFORMATIONAL ITEMS

- Zoning Task Force Meeting - Monday, October 7<sup>th</sup> at 6:30pm
- Zoning Hearing Board application received for 106 Wagontown Road – to allow for a business to operate from the home – Date to be determined
- Trunk or Treat Event will be held on Friday, October 25<sup>th</sup> from 6pm-8pm

## 21. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 8:20pm

Motion to Adjourn:      Supervisor Hutton      Second: Supervisor Sanet      Vote: 3-0-0

Respectfully Submitted,

Kim Milane-Sauro

Secretary

*Approved October 23, 2024*