


West Caln Township Board of Supervisors	<b>Wednesday, December 11, 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, December 11, 2024, at 6:00 PM at the West Caln Township Building.

Present were:

Supervisor Martin

Manager Sauro

Foreman Horblinski

Supervisor Sanet

Assistant Manager Metzler

Chief Martinez

Supervisor Hutton

Solicitor Venzie

Supervisor Sanet commenced the Meeting at 6:02PM.

1. **CALL TO ORDER**

2. **SALUTE TO THE FLAG**

3. **EXECUTIVE SESSION**

Executive session was held on Tuesday, December 10 and Wednesday, December 11, 2024, for legal and personnel reasons including litigation matters

4. **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 6:02PM to consider the application of Norman Kotach on behalf of the owner, MHC 255 (Wagontown PA), LLC to allow the conversion of an existing garage into a supplemental dwelling unit on property. The property is known as 401 W Kings Highway, UPI#28-6-132

Solicitor Venzie provided the following:

Exhibit B1 – Conditional Use Application

Exhibit B2 – Letter from Solicitor Venzie advising applicant of hearing date, time & location

Exhibit B3 – Letter from Solicitor Venzie regarding potential sewer concerns

Exhibit B4 – Proof of Publication

Exhibit B5 – Proof of Posting on the subject property


Exhibit B6 – Proof of Mailing to property owners within 500' of the subject property

Testimony was presented from Mr. Kotach on behalf of the applicant and was affirmed by Ms. Givler. No comments received from the public and no person requested party status.

Motion to Approve: Supervisor Martin Second: Supervisor Sanet

Vote: 3-0-0

*Motion Passed*

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5. **PUBLIC HEARING**

The regular meeting was closed, and a public hearing was opened at 6:47PM. A hearing to consider and possibly enact an amendment to the Township's Stormwater Management Ordinance. Solicitor Venzie provided the following:

Exhibit B1 – Proof of Publication for the proposed amendment to the ordinance

Exhibit B2 – Email copy of Notice to the Daily Local News

A discussion among the Board took place. Mervin Beiler 113 Old Orchard Drive inquired whether paver patios are considered pervious or impervious. This public hearing was closed, and a new public hearing was opened at 6:49PM.

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

*Motion Passed*

6. **PUBLIC HEARING**

The first public hearing was closed, and another public hearing was opened at 6:49PM. A hearing to consider and possibly adopt the 2025 Budget. Solicitor Venzie provided the following:

Exhibit B1 – Proof of Publication

Exhibit B2 – Email to the Daily Local News for advertisement

A discussion among the Board took place and no public comment was received. The public hearing was closed, and the regular meeting resumed at 6:53PM.

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

*Motion Passed*

7. **RESIDENT'S COMMENTS**

The Board has requested all persons making comments to list their name, address, telephone number on the sheet provided. There is a three (3) minute limit per person.

8. **APPROVAL OF THE OCTOBER 23, 2024 MINUTES**

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

*Motion Passed*


9. **APPROVAL OF THE NOVEMBER 13, 2024 MINUTES**

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

*Motion Passed*

10. **MANAGER'S REPORT**

The board accepted the Manager's Report as presented.

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11. **TREASURER'S REPORT**

The Board accepted the Treasurer's Report as presented.

Motion to Approve: Supervisor Hutton

Second: Supervisor Martin

Vote: 3-0-0

*Motion Passed*

12. **SOLICITOR'S REPORT**

NONE

13. **POLICE REPORT**

The board accepted the Police Report as presented.

14. **ROAD DEPARTMENT REPORT**

The board accepted the Road Department Report as presented.

15. **FIRE MARSHAL REPORT**

The board accepted the Fire Marshal Report as presented.

16. **WAGONTOWN FIRE COMPANY**

The board accepted the Wagontown Fire Company Report as presented.

17. **WESTWOOD EMS SERVICE**

The board accepted the Westwood EMS Report as presented.

18. **HISTORICAL COMMISSION REPORT**

The board accepted the Historical Commission Report as presented.

19. **ZONING OFFICER REPORT**

NONE

20. **PARK & RECREATION BOARD REPORT**


The board accepted the Park and Recreation Board Report as presented.

21. **PARKS DEPARTMENT REPORT**

The board accepted the Parks Department Report as presented.

22. **OLD BUSINESS**

NONE

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### 23. **NEW BUSINESS**

- a. Consider 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 2024 year end audit as part of the 2025 reorganization meeting.

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

- b. Consider proposal from CivicPlus for website redesign

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

- c. Consider approval of subdivision plan for 350 S. Sandy Hill Road

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

- d. Consider motion to authorize the township solicitor to place notices and move forward with amendments to the Zoning Ordinance pertaining to electronic signs and fences

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

### 24. **INFORMATIONAL ITEMS**

- a. Zoning Hering Board Meeting – 3400 Compass Road – Canceled for December 10<sup>th</sup>.  
Reschedule date to be determined
- b. December 18<sup>th</sup> Board meeting is canceled. Next meeting will be January 6, 2025 – Annual Re-organization and regular meeting
- c. Town Hall Meeting – January 22, 2025 at 6pm – Fire House

### 25. **ADJOURNMENT**

With no further business at hand, the meeting was adjourned at 7:11PM

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

Respectfully Submitted,

Amanda Metzler  
Assistant Secretary

*Approved January 15<sup>th</sup>, 2025*